

Indiana Court Rules

Administrative Rules

Including Amendments Received Through July 2002

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Rule 1. Preparation and Filing of Caseload Reports

- (A) **Preparation of Forms.** The Executive Director, of the Division of State Court Administration, pursuant to these rules and IC 33-2.1-7, shall draft forms to be used in the gathering of statistical data and other information and shall submit the proposed forms to the Supreme Court for approval. After the forms have been approved by the Supreme Court, they will be distributed to all courts.
- (B) **Quarterly Case Status Reports.**
- (1) All trial courts shall prepare quarterly case status reports, on forms approved under the provisions of Administrative Rule 1(A), concerning the judicial work of their respective courts. The last day of the reporting period for the quarterly case status reports shall be March 31, June 30, September 30, and December 31.
 - (2) The judge of the trial court may require clerks, court reporters, or any other officer or employee of the court to furnish the information needed to prepare the quarterly case status reports.
 - (3) The quarterly case status reports shall be filed with the Indiana Supreme Court no later than ten (10) calendar days after the end of the reporting period. The reports may be filed by mailing them to the Division of State Court Administration, Room 323 State House, Indianapolis, Indiana 46204.
 - (4) Each defendant charged with one or more offenses arising out of the same incident or multiple incidents to be tried as one case shall be assigned one case number, regardless of the number of counts or citations charged against the defendant. The case shall be designated as a CF - Criminal Felony, DF - Class D Felony, CM - Criminal Misdemeanor, MC - Miscellaneous Criminal, IF - Infraction, OV - Local Ordinance Violation, or OE - Exempted Ordinance Violation and shall be counted as one case on the quarterly case status report. When the defendant is charged with multiple charges involving different case type categories, the case

number shall be designated so as to reflect only the most serious charge. This method of assigning case numbers is intended for administrative purposes only.

(C) Probation Reports.

- (1) All probation officers or probation departments shall compile and prepare reports on the information required by IC 11-13-1-4 concerning the work of the respective office. All probation officers or probation departments shall file, on forms approved pursuant to the provisions of Administrative Rule 1(A), the following reports:
 - (a) Quarterly statistical reports. The last day of the reporting period for the quarterly reports shall be March 31, June 30, September 30, and December 31.
 - (b) An annual operations report. The reporting period for the annual operations report begins on January 1 and ends on December 31.
- (2) The quarterly statistical reports and the annual operations report shall be filed with the Indiana Supreme Court no later than ten (10) calendar days after the end of the reporting period. The reports may be filed by mailing them to the Division of State Court Administration, Room 323 State House, Indianapolis, Indiana 46204.
- (3) Every trial judge or chief judge of a unified court system shall require the probation officer or probation department subject to the judge's direction and control to comply with these reporting requirements.

(D) Judge's Signature. The judge of the court or the chief judge of a unified court system shall sign all quarterly caseload reports and all quarterly probation reports.

(E) Filing of Tort Litigation Cover Sheet. On forms prepared by the Division of State Court Administration, as approved by the Supreme Court of Indiana, a plaintiff shall file a Tort Litigation Cover Sheet at the time of commencing actions designated as Civil Tort (CT) in all courts of record in this state. The information provided by the party filing a Tort Litigation Cover Sheet shall not bind the parties to any particular course of litigation and the cover sheet shall be deemed amended by any subsequent acts of the parties inconsistent with information initially supplied. This section shall expire on January 1, 1992. However, the clerk of courts shall forward to the Division of State Court Administration the disposition page for tort cases filed through December 31, 1991.

Upon filing of the Tort Litigation Cover Sheet, the Clerk of the Circuit Court shall forward a copy to the Division of State Court Administration. Upon completion of the litigation, the Clerk of the Circuit Court shall add the requested disposition information and forward a copy, as completed, to the Division of State Court Administration.

Amended June 16, 1976, effective June 30, 1976; amended effective Jan. 1, 1980; amended Dec. 7, 1987, effective Jan. 1, 1988, in Allen, Kosciusko, Miami, Morgan, Rush, Shelby, and Union Counties, and effective in other counties upon subsequent designation by the Supreme Court; amended Nov. 10, 1988, effective Jan. 1, 1989; amended Nov. 30, 1989, effective Jan. 1, 1990; amended Nov. 1, 1991, effective Jan. 1, 1992; Dec. 5, 1994, effective Feb. 1, 1995.

Rule 2. Reporting Fiscal Matters

(A) Report of Clerk on Revenues. Within ten (10) days after the close of the calendar year, the Clerk of the Court shall report to the judge of the court, or chief judge of a unified court system, the total receipt of revenue generated by operation of the courts within the county during the calendar year. The clerk's report shall specify the general categories for which monies were collected and the amounts collected in each category; the report shall further specify how the revenues were distributed. If there is no clerk, the judge of a City or Town Court shall prepare such report.

(B) Report of Judge. Within twenty (20) days after the end of the calendar year, the judge of the court or chief judge of a unified court system, shall file with the Supreme Court of Indiana a copy of the following documents:

- (1) The report on revenues prepared under Administrative Rule 2(A) above;

- (2) The requested budget for the operation of the court(s) for the upcoming calendar year, specifying the categories for which funds were requested and the amount requested in each category;
 - (3) The approved budget for the operation of court(s) for the upcoming calendar year, specifying the categories for which funds were provided and the amount provided in each category; and
 - (4) The actual expenditures of the court during the previous calendar year, specifying the general categories for which funds were expended and the amounts expended in each category.
- (C) **Judge's Signature.** The judge of the court or the chief judge of a unified court system shall sign all fiscal reports required by this Rule.

Amended effective Jan. 1, 1980; amended Nov. 30, 1989, effective Jan. 1, 1990.

Rule 3. Administration Districts

- (A) The state of Indiana is hereby divided into fourteen (14) administrative districts as follows:
- (1) District 1, consisting of the counties of Lake, Porter, LaPorte, Starke, Pulaski, Jasper, and Newton;
 - (2) District 2, consisting of the counties of St. Joseph, Elkhart, Marshall, and Kosciusko;
 - (3) District 3, consisting of the counties of LaGrange, Adams, Allen, DeKalb, Huntington, Noble, Steuben, Wells, and Whitley;
 - (4) District 4, consisting of the counties of Clinton, Fountain, Montgomery, Tippecanoe, Warren, Benton, Carroll, and White;
 - (5) District 5, consisting of the counties of Cass, Fulton, Howard, Miami, Tipton, and Wabash;
 - (6) District 6, consisting of the counties of Blackford, Delaware, Grant, Henry, Jay, Madison, and Randolph;
 - (7) District 7, consisting of the counties of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo;
 - (8) District 8, consisting of the counties of Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, and Shelby;
 - (9) District 9, consisting of the counties of Fayette, Franklin, Rush, Union, and Wayne;
 - (10) District 10, consisting of the counties of Greene, Lawrence, Monroe, and Owen;
 - (11) District 11, consisting of the counties of Bartholomew, Brown, Decatur, Jackson, and Jennings;
 - (12) District 12, consisting of the counties of Dearborn, Jefferson, Ohio, Ripley, and Switzerland;
 - (13) District 13, consisting of the counties of Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick; and
 - (14) District 14, consisting of the counties of Clark, Crawford, Floyd, Harrison, Orange, Scott, and Washington.
- (B) For the selection of representatives to serve on the Board of Directors of the Judicial Conference of Indiana, the administrative districts shall be used as follows to determine the number of representatives from each geographical area of the state to be elected to the Board:
- (1) District 1, 2 representatives;
 - (2) District 2 and 3 combined, 3 representatives;
 - (3) District 4 and 5 combined, 2 representatives;
 - (4) District 6 and 9 combined, 2 representatives;
 - (5) District 7, 1 representative;
 - (6) District 8, 3 representatives;
 - (7) District 10 and 13 combined, 2 representatives;
 - (8) District 11 and 12 combined, 1 representative;
 - (9) District 14, 1 representative;

When administrative districts are combined and three (3) representatives are to be elected, no more than two (2) may be from any one (1) county and no more than two (2) may be from any one (1)

administrative district. When administrative districts are combined and two (2) representatives are to be elected, no more than one (1) may be from any one (1) county and no more than one (1) may be from any one (1) administrative district.

Amended effective Aug. 17, 1990; amended effective Aug. 29, 1990. Amended effective Aug. 6, 1996. amended effective November 18, 1999.

Rule 4. Committee

(1) Creation and Members. There is hereby created a committee to be known as the Records Management Committee. The Records Management Committee shall consist of members representative of the agencies responsible for the management and maintenance of the records of the courts throughout the State of Indiana. The members of the Records Management Committee shall be appointed by the Supreme Court and shall serve at the pleasure of the Court. A member of the Supreme Court shall serve as chair of the Committee. The Executive Director and staff of the Division of State Court Administration shall assist this Committee in the performance of its duties.

(2) Duties of the Committee. The Records Management Committee shall conduct a continuous study of the practices, procedures, and systems for the maintenance, management and retention of court records employed by the courts and offices serving the courts of this State. Such study may include micrographics, imaging, copiers, fax machines, courtroom security, disaster prevention planning. The committee shall submit to the Supreme Court from time to time recommendations for the modernization, improvement and standardization of such practices, procedures and systems.

(3) Meetings and Compensation. The Records Management Committee shall meet at the call of the chair. The Records Management Committee shall act by vote of a majority of the members present at a committee meeting. All members who are public employees shall serve without compensation. Members who are not public employees shall receive a per diem compensation as the Supreme Court shall fix from time to time. All members shall receive mileage and reimbursement for reasonable expenses necessary for the performance of any duty incidental to service on the Records Management Committee.

(4) Suggestions for Improvement. The Committee shall encourage suggestions from all interested parties and the public for the improvement of the records management system employed by the courts and court agencies. These recommendations should be submitted in writing to the Division of State Court Administration, 323 State House, Indianapolis, Indiana 46204.

(B) Judicial Technology and Automation Committee.

(1) Creation and Members. In order to develop a uniform policy on implementation of information technology by the Indiana judicial system, there is hereby created a committee to be known as the Indiana Judicial Technology and Automation Committee. The members of the Committee shall be appointed by the Supreme Court and shall serve at the pleasure of the Court. A member of the Supreme Court shall serve as chair of the Committee. The Executive Director and staff of the Division of State Court Administration shall assist the Committee in the performance of its duties.

(2) Duties of the Committee. The Judicial Technology and Automation committee shall conduct a continuous study of information technology applications for Indiana's judicial system. The Committee's charge includes but is not limited to the development of a long-range strategy for technology and automation in Indiana's judicial system. Such strategy may involve approaches for funding and implementation as well as the development of standards for judicial information case management systems, judicial data processing, electronic filing, deployment and use of judicial information on the Internet, and for all related technologies used in the courts. The Committee shall from time to time recommend to the Supreme Court the implementation of policies, standards and rules which promote effective use of technology and automation in the courts.

- (3) **Meetings and Compensation.** The Committee shall meet at the call of the chair. The Committee shall act by a vote of a majority of the members present at a committee meeting. All members who are public employees shall serve without compensation. Members who are not public employees shall receive a per diem compensation as the Supreme Court shall fix from time to time. All members shall receive mileage and reimbursement for reasonable expenses necessary for the performance of any duty incidental to service on the Committee.

(C) **Indiana Supreme Court Commission on Race and Gender Fairness.**

(1) **Creation and Members.** There is hereby created a commission to be known as the Indiana Supreme Court Commission to be known as the Indiana Supreme Court Commission on Race and Gender Fairness. The commission shall consist of twenty-five (25) members representative of the Indiana judiciary, the practicing bar, academia, state and local government, public organizations, law enforcement, and corrections. The members of the commission shall be appointed by the Supreme Court and shall serve for a period of three (3) years each at the pleasure of the Supreme Court. The Supreme Court shall appoint a chair of the commission. A member of the Indiana Court of Appeals shall serve as vice-chair of the commission. A member of the commission shall serve as secretary. The Executive Director and staff of the Division of State Court Administration shall assist the commission in performance of its duties.

(2) **Duties of the Commission.** The Indiana Supreme Court Commission on Race and Gender Fairness shall study the status of race and gender fairness in Indiana's justice system and shall investigate ways to improve race and gender fairness in the courts, legal system, among legal service providers, state and local government, and among public organizations. The Commission shall from time to time recommend to the Supreme Court the implementation of policies and procedures which promote race and gender fairness in the courts, among legal service providers in state and local government and by public organizations.

(3) **Meetings and Compensation.** The commission shall meet at the call of the chair. The commission shall act by vote of a majority of the members present at a commission meeting. All members who are public employees shall serve without compensation. Members who are not public employees shall receive a per diem compensation as the Supreme Court shall fix from time to time. All members shall receive mileage and reimbursement for reasonable expenses necessary for the performance of any duty incidental to service on the Commission.

Adopted effective Sept. 19, 1983; amended Nov. 1, 1991, effective Jan. 1, 1992; amended Dec. 5, 1994, effective Feb. 1, 1995. Amended effective Nov. 18, 1999.

Rule 5. Payment and Notification Procedures

(A) **Special Judge Fees.** The Division of State Court Administration shall administer the payment procedure for special judge fees in accordance with this provision.

(1) *Entitlement.* As provided in Trial Rule 79(P), all persons other than a full-time judge, magistrate, or other employee of the judiciary who serve as special judge are entitled to a fee of twenty-five dollars (\$25.00) per day for each jurisdiction served for the entry of judgments and orders and hearings incidental to such entries. Persons residing outside the county where service is rendered shall be entitled to mileage and reimbursement paid in accordance with standards set for other public officials of the State. Senior Judges who serve as special judges shall be paid in accordance with a schedule published by the Executive Director of State Court Administration. Senior Judges are not entitled to compensation for special judge service when the service is performed on the same day he or she serves as a senior judge.

(2) *Procedure for Payment.* A special judge shall file his or her claim for compensation with the Division of State Court Administration on forms provided by such agency as prescribed by the State Board of Accounts. Any claim for services as special judge shall encompass a specified

period of time and shall include all such services rendered during such period of time. The Division of State Court Administration shall present the claim form to the Auditor of the State for payment.

- (3) *Timely Filing of Claims.* Claims for compensation shall be filed by the special judge no later than ninety (90) days from the date of service.

(B) Senior Judges. The Division of State Court Administration shall administer the payment procedures for senior judges in accordance with the provisions set forth in this rule.

- (1) *Appointment.* As provided by statute, a circuit or superior court may apply to the Supreme Court for appointment of a senior judge to serve the court. The application must contain the reasons for the request and the estimated duration of the need for a senior judge. Upon approving an application, the Supreme Court may appoint a senior judge to serve the requesting court for the duration specified in the application. All appointments shall remain in effect until the end of the calendar year in which the appointment was made.
- (2) *Per Diem Allowance.* As provided by statute, a senior judge is entitled to a per diem allowance of fifty dollars (\$50) per day and reimbursement for mileage and reasonable expenses incurred in performing the duties of senior judge for each day served. A senior judge may not be compensated as such for more than one hundred (100) calendar days in the aggregate during any one calendar year. However, senior judges shall be allowed to retain jurisdiction of individual cases beyond one hundred (100) days of service where disposal and/or resolution of the matter so warrants. A senior judge may retain jurisdiction in an individual case by an affirmative act evidencing intent to retain jurisdiction. A senior judge may not be compensated for services rendered beyond one hundred (100) days of service in any one calendar year.
- (3) *Procedure for Payment.* A senior judge shall file his claim for compensation with the Division on forms provided by such agency as prescribed by the State Board of Accounts. The Division shall promptly present the claim form to the Auditor of State for payment. Claims for compensation shall be filed no later than ninety (90) days from the date of service.

- (4) *Qualification for Benefits.* As provided by statute, a senior judge is entitled to state insurance benefits upon qualifying as an "employee" of the state. Upon qualification, a senior judge is further entitled to enroll in state employee assistance plans.

A senior judge shall be deemed an employee of the state thirty (30) days following his or her appointment by the Supreme Court for service for a period of time equal to or greater than thirty (30) working days. State Insurance benefits and entitlements based on such service shall continue for the duration of the calendar year during which the appointment took place and the period of continuous service; provided, however, that in the event a senior judge does not serve at least thirty (30) days during any calendar year of appointment, all state insurance benefits and entitlements based on service as a senior judge shall cease and terminate at the end of that year. At the beginning of each calendar year, the judge of the circuit or superior court in which the senior judge served the previous year may request reappointment of the senior judge to that court. A senior judge whose entitlement to state insurance benefits has been terminated under this subsection shall be entitled to state insurance benefits upon appointment for any subsequent calendar year only after serving at least thirty (30) days as a senior judge during that year.

- (5) *Definitions.* As used in this rule, the term "state insurance benefits" includes group health, life, dental, and vision insurance benefits.

- (C) **Notification.** It shall be the duty of the persons herein listed to notify the Division of the commencement or termination of employment or term in office of persons whose salary is administered through the Division.

- (1) *Elected Officials.* It shall be the duty of officials elected to positions within the judiciary to notify the Division at least two (2) weeks before commencement of their term in office. The purpose of notification shall be to facilitate the creation of a personnel file within the Division.

It shall be the duty of elected officials to notify the Division of termination of their term in office at least two (2) weeks before the effective date of such termination.

- (2) *Prosecutors.* It shall be the duty of the prosecuting attorney of each county to notify the Division in the event a deputy prosecuting attorney commences or terminates employment within that prosecuting attorney's office.

- (3) *Judges.* It shall be the duty of each circuit, superior, county, city, town, small claims, and probate judge to notify the Division of the appointment or termination of a magistrate, a referee, a commissioner, or any other judicial officer as defined in the *Indiana Code of Judicial Conduct, Application Section*.

- (4) *Form and Timing of Notification.* Notification required to be sent to the Division pursuant to this rule shall be in writing and shall include the name of the employee or elected official, the date on which employment or term in office is to commence or terminate, home and work addresses, whether any part of the salary is paid with state funds, whether the position is considered full or part time, and any other relevant information. Where possible, notice shall be sent to the Division at least two (2) weeks before commencement or termination of term of office or employment.

Adopted Nov. 16, 1984, effective Jan. 1, 1985; amended Oct. 29, 1993, effective Jan. 1, 1994; amended Dec. 5, 1994, effective Feb. 1, 1995; amended Dec. 15, 1995, effective Feb. 1, 1996; amended Nov. 25, 1997, effective Jan. 1, 1998. Amended Dec. 21, 2001, effective April, 1, 2002.

Rule 6. Microfilming Standards

- (A) **Application of Standards.** All Courts in the State of Indiana shall meet the standards set forth under this rule regarding the use of microfilm for the preservation of any record of a court. Only those records or record series which have been approved by the Indiana Supreme Court for microfilming shall be eligible for microfilming.

- (B) **Definitions.** The following definitions shall apply under this Administrative Rule:

- (1) *"Microfilm,"* when used as a noun, means a photographic film containing an image greatly reduced in size from the original, and, when used as a verb, means the recording of

microphotographs on film.

- (2) "*Microform*" is a generic term for any form, usually film, which contains micro-images.
- (3) "*Target*" means any document or chart containing identification information, coding or test charts. A target is an aid to technical or bibliographical control which is photographed on the film preceding or following the document.
- (4) "*Standard*" means a uniformly accepted set of compliances to a predefined norm.
- (5) "*Specifications*" means a set of requirements to be satisfied, and whenever appropriate, the procedure by which it may be determined whether the requirements given are satisfied.
- (6) "*Record Series*" means a group of related documents (either as to form or content) which are arranged under a single filing system, or kept together as a unit because they:
 - (a) consist of the same form;
 - (b) relate to the same subject;
 - (c) result from the same activity; and,
 - (d) have certain physical characteristics (computer magnetic tapes or discs, microforms.)
- (7) "*Record Retention Schedules*" means a series of documents governing, on a continuing basis, the retention and disposition of recurring record series of an agency, court or organization.
- (8) "*Reproduction*" means the process of making an exact copy from an existing document.

(C) Microfilm Standards.

- (1) *Documentation.* A formal written documentation file shall be created and retained for the life of the microfilm based upon an approved retention schedule documenting the following:
 - (a) That every stage of the microfilm process is covered by a written and recorded procedure including:
 - (i) Authority to microfilm specifically enumerated records;
 - (ii) A preparation guide concerning the arrangement of originals on microfilm;
 - (iii) Any weeding policy of documents to determine what papers from the file will be placed on microfilm;
 - (iv) Any contracts with agents of record custodians who will perform the actual microfilming (in-house or vendor).
 - (b) The reproduction processes employed to assure accuracy.
 - (c) Verification of the microfilm against the original for completeness and legibility.
 - (d) The justification for the microfilming of originals (i.e., space reduction, security) and the written process for the destruction of originals as authorized by an approved retention schedule.
 - (e) The identity of persons who supervised the microfilming procedures who are capable of giving evidence of these procedures.
 - (f) The retention schedule for the documentation matching the length of time of the microform.
 - (g) Certification of compliance with this documentation procedure to the Division of State Court Administration.
- (2) *Legibility.*
 - (a) Resolution. A microform system for source documents shall be tested for resolution capability under procedures set forth in the appropriate section of ANSI/AIIM MS23-1983, both upon installation and at the beginning and end of each roll of microform, by use of a camera test chart, such as the "Rotary Camera Test Chart," ANSI/AIIM MS 17-1983; "THE PLANETARY CAMERA TEST CHART," ANSI/ISO Test Chart No. 2, arranged one in each of the four corners of the image area and one in the center; or any equivalent chart incorporating the appropriate camera test charts. Where camera generated roll micro-film is not used, a microform of the appropriate camera test chart must be generated weekly. Micrographic systems used for court records must meet the following standards for resolution:
 - (i) A micrographic system for source documents must produce a quality index level of not less than 5.0 for third-generation microfilm as measured according to *American National Standard Practice for Operational Procedures/Inspection and Quality Control of First-*

Generation, Silver-Gelatin Microfilm of Documents. ANSI/NMA MS23-1983. In applying this standard, a lower-case letter "e" height of 1.4 millimeters or less must be used;

- (ii) All pattern groups on the camera test chart must be read. The smallest line pattern (highest numerical designation) in which both horizontal and vertical line direction is clearly discernible is the resolving power of that pattern group. The lowest numerical resolving power of all the pattern groups on the camera test chart is the resolving power of the micrographic system;
- (iii) The film used in reading the camera test chart must be processed to the density standard of (b)(i);
- (iv) A computer-output microfilm system must produce quality index of not less than 5.0 for third-generation microfilm as measured according to *American National Standard Practice for Operational Practices/Inspection and Quality Control for Alphanumeric Computer-Output Microforms*. ANSI/NMA MS1-1988.

(b) Density. Microfilm systems used for court records must meet the following density standards:

(i) The background ISO standard visual diffuse transmission density on microforms shall be appropriate to the type of documents being filmed. The procedure for density measurement is described in ANSI/AIIM MS23-1983 and the densitometer shall be in accordance with ANSI/ISO 5/3-1984, for spectral conditions and ANSI/ISO 5/2-1985, for geometric conditions for transmission density. Recommended visual diffuse transmission background densities for images of documents are as follows:

Class	Description of documents	Background Density
Group . . .	High-quality, high-contrast printed books, periodicals, and black typing	1.3-1.5
Class	Description of documents	Background Density
Group 2. . .	Fine-line originals, black opaque pencil writing, and documents with small high-contrast printing.	1.15-1.4
Group 3. . .	Pencil and ink drawings, faded printing, and very small printing such as footnotes at the bottom of a printed page.	1.0-1.2
Group 4. . .	Low-contrast manuscripts and drawing, graph paper with pale, fine-colored lines; letters typed with worn ribbon; and poorly printed, faint documents.	0.8-1.0

- (h) Background density in first-generation computer-output microfilm must meet ANSI/AIIM MS1-1988.
- (i) Base Plus Fog Density of Films. The base plus fog density of unexposed, processed films should not exceed 0.10. When a tinted base film is used, the density will be increased. The difference must be added to the values given in the tables in (b)(i).
- (j) Line or Stroke Width. Due to optical limitations in most photographic systems, film images of thin lines appearing in the original document will tend to fill in as a function of their width and density. Therefore, as the reduction ratio of a given system is increased, the background density shall be reduced as needed to ensure that the copies produced will contain legible characters.

- (c) Reduction Ratio. Microfilm systems used for court records meet the following reduction ratio standards:
 - (i) A reduction ratio for microfilm of documents of 25 to 1 or 24 to 1 or less is required;
 - (ii) A reduction ratio for microfilm of documents of greater than 25 to 1 may be used only if the micrographics system can maintain the required quality index at the higher reduction;
 - (iii) Computer-output microfilm must be at a reduction ratio ranging from 48 to 1 to 24 to 1.
- (3) *Permanency*. For records requiring permanent retention (over fifteen years) based on an approved retention schedule, the following standards shall apply:
 - (a) Raw stock microfilm shall be of safety-based permanent record film meeting specification of American National Standards Institute PH 1.25.
 - (b) The camera generated master negative microfilm shall be silver-halide silver gelatin, meeting the permanency requirements of American National Standards Institute PH 1.28 and PH 1.41. Microforms shall be processed in accordance with ANSI IT 9.1-1989 and in accordance with processing procedures in ANSI/AIIM MS1-1988 and MS23-1983.
 - (c) The master microfilm record meeting the above standards shall be stored at a site other than the producing agency's structure, in a fireproof vault, meeting American National Standards Institute PH 1.43.
 - (d) In addition to the master microfilm record, which is a security copy, the agency may provide working copies of the microfilm. These may be on silver, diazo, vesicular, dry silver, or transparent electrophotograph film on a safety base of cellulose ester or polyester material.
- (D) **Specifications**. Specifications for equipment, microfilm and photographic chemicals are outside the nature of this standard.
- (E) **Official Record**. A microfilm record which is produced and documented in accordance with the provisions of this rule, or a duplicate copy of such microform kept by the court, is the official record of the court or agency, regardless of whether or not an original paper document exists.
- (F) **Disposal of Records after Microfilming**. Court records which have been microfilmed in accordance with the standards set out in this rule may be destroyed or otherwise disposed but only after the court files a "Destruction Certificate" with the Division of State Court Administration certifying that the records have been microfilmed in accordance with the standards set out in this rule and the Division issues a written authorization for the destruction of such records. The Division of State Court Administration shall provide a form "Destruction Certificate" for this purpose.

Adopted Nov. 4, 1985, effective Jan. 1, 1986; amended Oct. 30, 1986, effective Jan. 1, 1987; amended Dec. 7, 1987, effective Jan. 1, 1988; amended Nov. 10, 1988, effective Jan. 1, 1989; amended Nov. 13, 1990, effective Jan. 1, 1991; amended Dec. 15, 1995, effective Feb. 1, 1996.

Rule 7. Judicial Retention Schedules

I. GENERAL

- A. **Authority to Dispose of Records**. Clerks of Circuit Court, Judges and other court officers shall dispose of records in the manner set out in this Rule and in accordance with the retention schedules specified herein. The retention schedules set out in this Rule should be presented to the appropriate county records commission, one time only for informational purposes, before disposal of the records. Prior to disposal of judicial records not listed on this schedule, or if special circumstances necessitate the retention or disposal of judicial records in a manner not set forth in this Rule, a circuit court clerk, judge or other officer of the court must seek written authorization from the Division of State Court Administration to maintain or destroy such records.
- B. **Records Authorized to Be Microfilmed**. Records which call for microfilming under this Rule must be microfilmed in accordance with the provisions of Administrative Rule 6. The following are the only record series which are authorized to be microfilmed:
 - (1) Records whose retention requires microfilming;

- (2) Records which may be maintained in original or microform, as provided in the retention schedules;
- (3) Records which must be retained permanently, as provided in the retention schedules;
- (4) Before disposal or transfer of records deemed permanent under subsections (1), (2), and (3), the court or clerk shall submit to the Division of State Court Administration a written request for such disposal or transfer. The Division shall audit each microfilmed record series for compliance with Administrative Rule 6, in documentation, legibility and storage environment and, upon audit, shall authorize such disposal or transfer of papers and ledgers meeting the standards of Administrative Rule 7. Microfilming other records is not authorized because the cost of microfilming exceeds the costs of storage for the duration of the retention period. If special circumstances arise, a circuit court clerk, judge, or other officer of the court may seek written authorization from the Division of State Court Administration to microfilm records other than those herein authorized.

C. Records Authorized for Transfer. With the written approval of the Indiana Supreme Court, records authorized for transfer to the Archives Division of the Indiana Commission on Public Records may be deposited by said Commission with a local repository, such as a historical society, library, archives, or university, as designated by the Commission and meeting the archival standards of the Commission.

D. Retention Schedules. These retention schedules are based upon assumptions that because certain records exist, others may be destroyed. Due to fire disasters, or other causes, this may not be true for all Indiana counties. Therefore, the first step is to conduct an inventory to determine if records requiring permanent retention or transfer do indeed exist before destroying records by series whose authority for destruction is based on the fact that other records exist. The list of retention schedules is arbitrarily arranged by type of jurisdiction and not by court, since jurisdictions overlap from court to court with original, concurrent and exclusive jurisdictions. Different courts in different counties can exercise the same jurisdiction. The date of 1790 means that the record potentially could date from the formation of the county. The format includes a number, as 85-4.3-04, which gives the year of the schedules (1985), the jurisdiction (4.3, or family law/adoptions) and the record series item (04). As new record series are added, additional numbers will be assigned. If a series is amended, it will be followed by an "R" for "revised." The jurisdictions, which can be the same for a number of courts, are classified as:

85-1	CIVIL
85-1.1	Civil
85-1.2	Chancery
85-1.3	Lis Pendens Series
85-1.4	Partitions
85-1.5	Dissolution of Marriage
85-2	CRIMINAL
85-3	ESTATES
85-3.1	Wills
85-3.2	Estates
85-3.3	Guardianships
85-3.4	Trusts
85-4	FAMILY LAW
85-4.1	Juvenile
85-4.2	Paternity
85-4.3	Adoption
85-4.4	Birth Certificate Record
85-5	COUNTY COURT/MUNICIPAL COURT/SMALL CLAIMS
	Small Claims
	Misdemeanors

	Traffic Infractions
	Plenary Civil
	City Civil Jurisdiction
85-6	NATURALIZATION
85-7	CONCILIATION
85-8	SPECIAL JUDICIAL FUNCTIONS
85-8.1	Insanity/Mental Health
85-8.2	Epileptic Hearings
85-8.3	Feeble-Minded Hearings
85-8.4	Riley Hospital Hearings
85-8.5	Children Ordered to Public Hospitals
85-8.6	IU Medical Center Hearings
85-8.7	Receiverships
85-8.8	Drainage
87-9	GENERAL SCHEDULES

II. PROCEDURE

It is critically important that these schedules be carried out exactly as approved since this is your legal authority to do so, and only for the records so listed. Once a record is destroyed, its information is lost. Do not assume that the record under consideration is the record actually authorized for destruction. You must compare both the title and content before a record series can be destroyed. Work in a spirit of caution. If in doubt, save until you can get advice from the Division of State Court Administration or the Indiana Commission on Public Records.

CIVIL (1)

85-1.1-01R	Entry Docket	1790-c. 1913	maintain permanently in original or in microform meeting the standards of Admin. R. 6.
85-1.1-02	Issue Docket	1790-c. 1913	destroy.
85-1.1-03R	Entry, Issue Docket & Fee Book (Civil Docket, 1970 +)	c 1913-1990	maintain permanently in original or in microfilm (microfilm after 20 years)
85-1.1-04	Change of Venue Record	c. 1873 +	maintain permanently in original, or microfilm after 20 years and destroy original.
85-1.1-05	Judge's/Bench/Court Docket	1790-c. 1918	destroy.
85-1.1-06	Clerk's Docket Day Book/ Scratch Book	1790-c. 1918	destroy.
85-1.1-07	Sheriff's Docket (rare)	1790-c. 1918	destroy.
85-1.1-08	Bar Docket (cases arranged by attorney; not Entry	1790- +	destroy.

	Docket)		
85-1.1-09	Summons Docket (rare)	c. 1790- +	destroy 6 years after date of last entry.
85-1.1-10	Sheriff's Summons Docket (rare)	c. 1790- +	destroy 6 years after date of last entry
85-1.1-11	Witness Docket/ Witness Affidavit Docket	c. 1860's- +	destroy 3 years after date of last entry and audit State Board of Accounts.
85-1.1-12	Stamp Tax Docket	c. 1933-1965	destroy.
85-1.1-13	Bond Register (bonds filed in civil actions)	c. 1880's- +	destroy 20 years after date of last entry.
85-1.1-14	Misc. Bond Record (bonds filed in civil actions)	c. 1880's- +	destroy 20 years after date of last entry.
85-1.1-15	Recognizance Bond Record-Civil	varies as separate ledger entry.	destroy 20 years after date of last.
85-1.1-16	Record of Assignments (rare)	1870's- +	destroy 20 years after date of last entry.
85-1.1-17R	Civil Order Book	1790-1990	maintain permanently in original or microform meeting standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-1.1-18	Index to Civil Cases/ General Index to To Civil Order Book/ Gen. Index Plaintiff/ Gen. Index Defendant	1790-1990	maintain permanently in original or microfilm 20 years after date of last entry, using microfilm system meeting standards set by Supreme Court.
85-1.1-19R	Misc. Order Book	varies, 20 th Century	usually maintain permanently in original or in microform meeting standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-1.1-19.1R	Nonjudicial Order (Certifications and Statutorily Directed Matters)	1989- +	maintain permanently in original or in microform meeting the standards set by the Supreme Court (microfilm after 20 years).
85-1.1-20	Civil Order Book Complete;	1790-1990, usually 19th	transfer to Archives Division, Indiana Commission on Public Records.

	Final Order Book Civil	Century	
85-1.1-21	General Index to Complete Order Book, Civil	1790-1990	transfer to Archives Division, Indiana Commission on on Public Records.
85-1.1-22	Depositions, open	1790- +	maintain as part of Civil Case File.
85-1.1-23	Depositions Not Admitted Into Evidence or for Dismissed Cases	1790- +	return to attorney at disposition of case or destroy 1 year after final disposition of case.
85-1.1-24	Docket Sheets	c. 1910-1990	maintain permanently in original, or microfilm and destroy original 3 years after final disposition of case, unless dissolution of marriage, then microfilm and destroy original 21 years after disposition.
85-1.1-25R	Plenary Civil Case Files	1790-9/1881 9/1881-1990	transfer to Archives Division, Indiana Commission on Public Records. maintain all divorce/ dissolution cases; cases where title to real property is in issue; public sector cases; and pre-1941 adoption and bastardy cases in original or in microform. For remaining cases, maintain a 2% statistical sample, which is determined by the Division of State Court Administration with transfer to the Archives Division, Indiana Commission on Public Records. Destroy remaining files 20 years after final disposition.
90-1.1-25.1R	Civil Miscellaneous Case Files (MI)	1/01/1987- +	retain for 5 years and upon review of trial court. Maintain permanently all tax deed MI cases ordered upon IC 6-1.1-25-4.6.
85-1.1-26R	Dismissed Civil Case Files Designated CT, CP MI, RS, DR, MH, PO	9/1881- +	(a) those dismissed before trial, destroy 2 years after dismissal. (b) those dismissed during or after trial, destroy 2 years after order to dismiss is given under TR.41 and T.R 60(B).
89-1.1-26.1R	Shorthand Notes/ Tapes/Disks Not Transcribed	1873- +	destroy 3 years after date of trial for CP cases; 3 years after date of trial for DR cases.
91-1.1-61	Protective Order Case Files With PO Designation Under Administrative Rule 8	1/1/1992- +	destroy 3 years after date Order has been entered.
91-1.1-62	Notice and Release of Lien for Medical Assistance (IC 12-1-7-24.6)(c)(1)	1982- +	for those liens formally released by Dept. of Public Welfare, destroy notice and Lien 2 years after release filed.

91-1.1-63	Hardship Driver's License (Emergency Order for Restricted Hardship License) (MI Case # Only)	varies	for independent court action, not a part of a larger case, and if original order in RJO, destroy Case File 2 years after judgment.
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JUDGEMENTS AND EXECUTIONS

85-1.1-27	Judgment Dockets	1790- + pre - 1853 Post 1852	transfer to Archives Division, Indiana Commission on Public Records. destroy docket 20 years after date of last entry.
85-1.1-28	Transcribed Judgment Docket (copy of deteriorated original)	varies	destroy 20 years after date of last entry.
85-1.1-29	Judgment Docket Release	c. 20th Century	destroy 20 years after date of last entry.
85-1.1-30	Record of Delinquent Tax/ Delinquent Tax Judgment Record IC 6-1-55-1, IC 6-1.1-23-9	1964- +	destroy 20 years after date of last entry
85-1.1-31	Judgment Docket: Statements and Transcripts (orig. statements of judgment of court w. ref. to Judgment Docket) (ledger) ACTS 1929: 83:1 IC 34-1-43-1 (not all courts created this ledger)	1929- +	destroy 20 years after date of last entry
85-1.1-32	Judgment Statement and Transcripts (originals)	varies, usually after filing. 1929- +	destroy 20 years after filing.
90-1.1-32.1	Collection Warrant Under Employment Security Act (IC 22-4-29-7)	varies	destroy after 20 years.
85-1.1-33	Judgment Docket	varies	destroy 20 years after date of last entry.
85-1.1-34	Praecipe/ Certified Copy Praecipe (ledger)	1790- +	destroy 20 years after date of last entry.
85-1.1-35	Praecipes	1790- +	destroy 20 years after filing, if filed separately.

85-1.1-36	Executions	1790- + pre-1853 post 1852	transfer to Archives Division, Indiana Commission on Public Records destroy 20 years after date of last entry.
85-1.1-37	Execution Docket	1790- + pre-1853 post-1852	transfer to Archives Division, Indiana Commission on Public Records. destroy 20 years after date of last entry.
85-1.1-38	Sheriff's Execution Docket (rare)	c. 1853- +	destroy 20 years after date of last entry.
85-1.1-39	Register of Executions (rare)	c. 1870's- +	destroy 20 years after date of last entry.
85-1.1-40	Supplement to Execution Docket (rare)	c. 1870's- +	destroy 20 years after date of last entry.
85-1.1-41	Executions: Order of Sale (original pleadings)	c. 1790- +	destroy 20 years after date of issue
85-1.1-42	Executions: Order of Sale (ledger)	c. 1790's- +	destroy 20 years after date of last entry
85-1.1-43	Stay of Execution (original pleadings)	c. 1790's- +	destroy 20 years after date of issue
85-1.1-44	Index to Execution Docket	varies	destroy 20 years after date of last entry.
85-1.1-45	Fee Bills (original filings)	1790- +	destroy after 20 years.
85-1.1-46	Fee Bill Record	varies, usually 20 th Century	destroy 20 years after date of last entry.
85-1.1-47	Sheriff's Fee Bill Docket	varies, usually 20 th Century	destroy 20 years after date of last entry.
85-1.1-48	Fee Bill Index	varies, usually 20 th Century	destroy when last entry becomes 20 years old.
85-1.1-49	Tax Warrants 1933-1980 IC 6-8-7-1 (1976)		destroy after 20 years.

85-1.1-50	Alias Tax Warrants IC 6-8-7-2 and IC 6-8-7-3 (1976)	1933-1980	destroy after 20 years
85-1.1-51	Tax Warrants	1980- +	maintain 3 years after payment and audit by State Board of Accounts.
85-1.1-52	Alias Tax IC 6-8.1-8-2(e)	1980- +	maintain 3 years after payment and audit by State Board of Accounts.

NOTE: REVENUE DEPARTMENT MAY "RENEW A LIEN FOR ADDITIONAL TEN (10) YEAR PERIODS BY FILING AN ALIAS TAX WARRANT. . ."

85-1.1-53	Power of Attorney Filings	1790- + pre-9/1881 Post-9/1881	transfer to Archives Division, Indiana Commission on Public Records destroy after 20 years.
85-1.1-54	Power of Attorney Record (not all courts created)	c. 1881- + varies	destroy 20 years after date of last entry.
85-1.1-55	Power of Attorney Index (rare)	c. 1881- + varies	destroy 20 years after date of last entry.
85-1.1-56	Index to Misc. Court Records	c. 1853/81- + varies	maintain for period in which records are referred to.
85-1.1-57	Subpoena Docket (rare)	1790- +	destroy 20 years after date of last entry
85-1.1-58	Sheriff's Subpoena Docket (rare)	1790- +	destroy 20 years after date of last entry
87-1.1-59	Sheriff Foreign Service	varies	destroy 3 years after date of last entry
88-1.1-60	Civil Fee Books	1790-c. 1913	destroy upon written approval of the Division of State Court Administration
CHANCERY			
85-1.2-01	Chancery Order Books	1843-1852	maintain permanently in original or in microform
85-1.2-02	Case Files, Chancery	to 1853	transfer to Archives Division, Indiana Commission on Public Records

LIS PENDENS

85-1.3-01	Lis Pendens Record (Complaints) IC 34-1-4	1877- +	destroy 20 years after date of last entry
85-1.3-02	Lis Pendens - Complaint Files IC 34-1-4	1877- +	destroy 20 years after filing
85-1.3-03	Lis Pendens Record - Sheriff's Notice of Attachment IC 34-1-4	1877- +	destroy 20 years after date of last entry
85-1.3-04	Lis Pendens - Sheriff's Notice of Attachment IC 34-1-4	1877- +	destroy 20 years after filing
85-1.3-05	Lis Pendens Record - Sheriff's Certificates of Sale IC 34-2-29-1	1881- + 1987	destroy 20 years after date of entry
85-1.3-06	Lis Pendens - Sheriff's Certificates of Sale IC 34-2-29-1	1881- + 1987	destroy 20 years after filing
85-1.3-07	Lis Pendens Redemption Record IC 34-2-29-3	1881- + 1987	destroy 20 years after date of last entry
85-1.3-08	Lis Pendens Redemptions IC 34-2-29-3	1881- + 1987	destroy 20 years after filing

NOTE: IC 34-2-29-1 et seq. was repealed by P.L. 309-1987

85-1.3-09	Index - Lis Pendens Record (discretionary)	1877- +	destroy 20 years after date of last entry
85-1.3-10	Transcript Order Book (to collect Judgments)	JP to 1976 City 1847- + Gen.Cts. to current	destroy 20 years after date of last entry
85-1.3-11	Transcripts (to collect judgments)	JP to 1976 City 1847- +	destroy 20 years after filing
87-1.3-12	Transcript and Insurance Order Book (see also 85-1.3-10) (rare)	1877-1935	destroy.

NOTE: ACTS 1877(r): 43:1 required foreign insurance companies to file certain statements with the Auditor of State and Clerk of the Circuit Court, the latter to note "in vacation of entries of the order book of such court" the name of the company and its agent and the date of filing. Some courts created separate "order books" for this purpose.

87-1.3-13	Foreign Insurance	1877-1935	destroy.
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Company Statements

PARTITIONS

85-1.4-01	Partition Record	1853-1869 (& later)	maintain permanently in original or in microform
85-1.4-02	Partition Record Complete	1853-1869 (& later)	maintain permanently in original or in microform
85-1.4-03	Case Files, Partitions	1853- +	maintain in accordance with Plenary Civil Case Files, 85-1.1-25R.

DISSOLUTION OF MARRIAGE

Some courts maintain separate filing systems and have created separate "Domestic Relations" records for divorce/dissolution of marriage.

85-1.5-01R	Entry Docket, Issue Docket & Fee Book	c. 1973- +	maintain permanently in original or in microform (microfilm after 20 years)
85-1.5-02R	Order Book, Domestic Relations	c. 1973- +	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-1.5-03R	Divorce Case Files	to 8/31/1973	maintain in accordance with schedule 85-1.1-25R.
85-1.5-04	Judgment Docket	c. 1973- +	destroy 20 years after date of last entry.
85-1.5-05	Execution Docket	c. 1973 +	destroy 20 years after date of last entry.
85-1.5-06	Domestic Relations Index	c. 1973- +	maintain permanently in original or in microform. Microfilm 6 years after ledger is filled.
88-1.5-07	Dissolution of Marriage Case Files	9/01/1973- +	maintain in accordance with Plenary Civil Case Files, 85-1.1-25R.
90-1.5-07.1	Dismissed Divorce/ Dissolution of Marriage Case Files	9/1881- +	destroy in accordance with Dismissed Plenary Civil Case Files 85-1.1-26R.
91-1.5-08	URES A Uniform Support Petition, Certificate and Order as Initiating Court Under IC 31-2-1-14	7/01/1951- +	maintain 2 years after order is entered if copy of petition is maintained by prosecuting attorney (Docket Sheet/CCS is maintained).
93-1.5-09	Court Referral Case Files (IC 31-1-23); (IC 31-1-24)	1971 - +	Domestic Relations Counseling Bureau Files. Destroy files 21 years after date of last entry.

CRIMINAL (2)

85-2-01	Indictment Record - Grand Jury (Ledger)	1853-1973	transfer to Archives Division, Indiana Commission on Public Records.
85-2-02	Indictments/ Grand Jury Reports	1790- +	transfer to Archives Division, Indiana Commission on Public Records after 20 years.
85-2-03R	Information Record	1853-1905	transfer to Archives Division, Indiana Commission on Public Records.
87-2-33	Affidavit Record	1905-1973	transfer to Archives Division, Indiana Commission on Public Records
87-2-34	Indictment/ Information Record IC 35-34-1-1	1973- +	transfer to Archives Division, Indiana Commission on Public Records after 20 years
85-2-04	Informations/ Affidavits (1905-1973)	1853- +	transfer to Archives Division, Indiana Commission on Public Records after 20 years.
85-2-05	Arrest Warrants	1790- +	file with Criminal Case File.
85-2-06	Recognizance Bonds, Criminal	1790- +	transfer bonds prior to 9-01-1881 to Archives Division, Indiana Commission on Public Records; destroy post 1881 bonds after 6 years.
85-2-07	Criminal Recognizance Bond Record (discretionary)	1790- +	transfer ledgers prior to 9-01-1881 to Archives Division, Indiana Commission on Public Records; destroy post 9/1881 ledgers 6 years after date of last entry.

85-2-08	Continuing Recognizance Bond Record (discretionary) (rare)	1790- +	destroy 6 years after date of last entry
85-2-09	Habeas Corpus	1790- +	transfer to Archives Division, Indiana Commission on Public Records 6 years after date of issue, if filed separately.
85-2-10	Habeas Corpus (ledger)	1790- +	transfer to Archives Division, Indiana Commission on Public Records 6 years after date of last entry.
85-2-11R	Entry Docket	1790-1913	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer original to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-2-12	Entry Docket & Fee Book	1913-1990	maintain permanently in original or in microform; microfilm 20 years after date of last entry.
90-2-12.1	Issue Docket, Criminal	1790-c. 1915	destroy.
85-2-13	Fee Book, Criminal	to 1913	destroy if separate Entry Docket exists. If not, maintain permanently in original or in microform.
85-2-14	Clerk's Docket, Criminal (discretionary)	1790-1920's	destroy.
85-2-15	Judge's/ Bench/Court Docket, Criminal	1790-1920's	destroy.
85-2-16	State Docket	c. 1880's	destroy.
85-2-17	Sheriff's State Docket	c. 1880's	destroy.
85-2-18	Docket Sheets, Criminal	c. 1910's- 1990	maintain permanently in original or in microform. Microfilm original 3 years after case is disposed of.

85-2-19R	Order Book, Criminal	c. 1860's- 1990 (varies)	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer original to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-2-20	Order Book Complete, Criminal (rare)	c. 1860's- c. 1880's	maintain permanently in original or in microform
85-2-21R	Felony Criminal Case Files (CF)	1790- to 9-01-1881 9/1881-1990	transfer all files prior to 9-01-1881 to Archives Division, Indiana Commission on Public Records. Maintain a 2% statistical sample, which is determined by the Division of State Court Administration with transfer to the Archives Division, Indiana Commission on Public Records. Destroy remaining files 55 years after final disposition. Maintain packet for post-conviction relief
87-2-21.1	Dismissed Criminal Case Files	9/1881- +	destroy 2 years after order to dismiss is given.
90-2-21.2	Misdemeanor Criminal Case Files (CM)	1790- to 9/1881 9/1881 +	transfer all files prior to 9-01-1881 to Archives Division, Indiana Commission on Public Records. Maintain a 2% statistical sample, which is determined by the Division of State Court Administration with transfer to the Archives Division, Indiana Commission on Public Records. Destroy remaining files 10 years after final disposition.
85-2-22	Judgment Docket Criminal	rare as separate volume	destroy 20 years after date of last entry.
85-2-23	Disfranchisement Record (rare)	1920's	destroy.
85-2-24	Suspended Sentence Docket	1919-1977	destroy 55 years after date of last entry.
85-2-25	Judgment Withheld Docket	1919-1977	destroy 55 years after date of last entry
85-2-26R	Depositions Published or Unpublished	1790- +	destroy after 55 years if unopened and not filed with court packet.

95-2-26.1	Misdemeanor Depositions Published or Unpublished	1852- +	destroy after 10 years if unopened and not filed in court packet.
85-2-27R	Shorthand Notes/Tapes/ Disks Not Transcribed - Felonies (CF)	1873- +	destroy 55 years after date of trial. [Criminal Rule 5]
89-2-27.1	Shorthand Notes/Tapes/ Disks Not Transcribed Misdemeanors (CM)	1873- +	destroy 10 years after date of trial
85-2-28	Transcripts for Appeals	1790- +	file in Criminal Case File if copy is maintained.
85-2-29	Probation Files	1907- +	destroy 6 years after release of individual from final discharge.
95-2-29.1	Court Administered Alcohol Program (CAAP)	1974- +	destroy 6 years after release of individual from final discharge (Probation Department Files).
95-2-29.2	Alternative Sentencing Case Files (Work Release Files)	1991- +	destroy 6 years after release of individual from final discharge (Probation Department Files).
85-2-30	General Index, Criminals	varies	transfer to Archives Division, Indiana Commission on Public Records after 55 years.
85-2-31R	Restitution Record IC 35-38-2-2	(1927)1976- +	destroy 6 years after date of last entry.
89-2-32R	Search Warrants	1790- +	place in Case File for cases adjudicated. Destroy 2 years after order for dismissal and for warrant for which no case file exists.
89-2-33R	Certificates on Standards for Breath Test Operators, Equipment & Chemicals (IC 9-30-6-5)	1983- +	destroy 10 years after filing or upon recordation in Nonjudicial Order Book 89-1.1-19.1.

ESTATES (3) WILLS

85-3.1-01R	Recorded	1790- +	maintain permanently in original or in microform (as
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	Original Wills		part of the Estate Case File, or as a separate series if filed separately). Microfilm after 5 years.
85-3.1-02	Will Record	1790- +	maintain permanently in original format microfilm as a critical record, for security.
85-3.1-03	Transcript Will Record/ original Will Record Ledger (a copy of an original ledger, copied for for preservation)	varies	maintain both versions permanently in original format; microfilm as a critical record, critical record, security.
85-3.1.04	Clerk's Report of Wills Probated in Vacation	discretion- ary, usually from 1881, little used thereafter	maintain permanently in original format; microfilm as a critical record, for security.
85-3.1-05	Index to Will Record	discretionary	maintain permanently in original format, microfilm as a critical record, for security.

ESTATES

85-3.2-01	Appearance Docket	to c. 1881	maintain permanently in original or in microform
85-3.2-02	Allowance Docket	to c. 1879	destroy.
85-3.2-03	Estate Entry Docket	to c. 1879	maintain permanently in original or in microform
85-3.2-04	General Entry Claim and Allowance Docket	c. 1879 c.	maintain permanently in original or in microform.
85-3.2-05	Estate Entry Claim and Allowance Docket & Fee Book (Form 42)	c. 1911- +	maintain permanently; microfilm and destroy original 20 years after date of last entry.
85-3.2-06	Vacation Entries in Estates and Guardianships	discretionary c. 1881-c. 1920's	maintain permanently in original or in microform.
85-3.2-07	Probate Claim Docket	discretionary c. 1853-c. 1879	destroy.
85-3.2-08	Clerk's Minute Book, Probate/	discretionary	destroy.

Clerk's Docket

85-3.2-09	Clerk's Docket, Sale of Real Estate	discretionary	destroy.
85-3.2-10	Bar Docket, Probate	discretionary to c. 1920's	destroy.
85-3.2-11	Bench/Estate/ Judge's Docket, Probate	to c. 1920's	destroy.
85-3.2-12	Issue Docket, Probate	discretionary to c. 1913	destroy.
85-3.2-13	Transfer Docket, Probate	discretionary to c. 1920's	destroy.
85-3.2-14	Docket Sheets, Estate	c. 1910-1990	maintain permanently in original, or microfilm 20 years after close of case.
85-3.2-15R	Probate/ Estate Case Files	1790-1990	maintain permanently in original or in microform (microfilm 2 years after order of final discharge of personal representative).
85-3.2-16	Accounts Current Reports IC 29-1-1-23(f)	c. 1860's-	maintain as part of Probate Case File
85-3.2-17	Claims Against	1790- +	maintain as part the Estate of Probate Case File.
85-3.2-18	Sale of Real Estate, Probate	1790- +	maintain as part of Probate Case File
85-3.2-19	Settled Assignment of of Estates, Probate	1790- +	maintain as part of Probate Case File
85-3.2-20	Executor's Oath & Letters (ledger)	c. 1840's- 1953	destroy ledger 20 years after disposal of last case.
85-3.2-21	Administrator's Oaths & Letters (ledger) case.	c. 1840's- 1953	destroy ledger 20 years after disposal of last case.
85-3.2-22	Executor's Bond Record IC 29-1-1-23(d)	1840's- 6/30/1991	destroy ledger 20 years after disposal of last case.
85-3.2-23	Administrator's Bond Record IC 29-1-1-23(d)	1840's- 6/30/1991	destroy 20 years after disposal of last case.

88-3.2-51	Personal Representatives Bonds (ledger) per IC 29-1-1-23(d) (discretionary)	1/01/1954- 6/30/1991	destroy 20 years after disposal of last entry.
85-3.2-24	Executor's Bond to Sell Real Estate (ledger)	1853-c. 1881	destroy.
85-3.2-25	Administrator's Bond to Sell Real Estate (ledger)	1853-c. 1881	destroy.
85-3.2-26	Commissioner's Bond to Sell Real Estate (ledger)	1853-1881	destroy.
85-3.2-27	Record of Additional Bonds, Estates (discretionary)	c. 1853-c. 1881	destroy.
85-3.2-28	Commissioner's Bond Record (discretionary)	c. 1853-c.1881 1881	destroy.
85-3.2-29	Executor's Bonds Oaths & Letters (ledger)	c. 1853-1953	destroy 20 years after disposal of last case.
85-3.2-30	Administrator's Bonds, Oaths & Letters (ledger)	c. 1853-1953	destroy 20 years after disposal of last case.
85-3.2-31	Administrator's Executor's and Guardian's Bonds to Sell Real Estate	1853 - c.1881	destroy.

NOTE: ORIGINAL BONDS, OATHS, & LETTERS ARE APPROVED BY THE COURT,
ARE ENTERED IN THE ORDER BOOK WITH ORIGINALS FILED IN THE ESTATE
CASE FILES.

85-3.2-32	Record of Inventories IC 29-1-1-23(e)	1853- 6/30/1991	destroy 20 years after disposal of last case
85-3.2-33	Inventory of Surviving Partners (ledger)	post 1853, discretionary	destroy 20 years after disposal of last case.

85-3.2-34	Record of Inventory & Sale Bills	1853-6/30/1991	destroy 20 years after disposal of last case.
85-3.2-35	Record of Sale Bills/Account Sale of Personal Property	1853-1953	destroy.
85-3.2-36R	Probate Order Book	1790-1990	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-3.2-37R	Probate Order Book, Complete	c. 1829-c. 1920's	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-3.2-38	Order Book Estates, Vacation Entries	c. 1881-c. 1969	maintain permanently in original or in microform
85-3.2-39	Assignment Order Book	discretionary	maintain permanently in original or in microform.
85-3.2-40	Probate Order Book, Transcript of Original	discretionary	maintain permanently in original or in microform.
85-3.2-41	Record of Administrator's Accounts IC 29-1-1-23(f)	c. 1860's- + 6/30/1991	maintain permanently in original or in microform
85-3.2-42	Inheritance Tax Files	1913- +	maintain as part of Probate Case File
85-3.2-43	Inheritance Tax Ledger	1913- +	maintain permanently in original or microfilm & destroy original 15 years after date of last entry.
85-3.2-44	Judgment Docket, Probate (rare)	1790- +	destroy 20 years after date of last entry.
85-3.2-45	Praecipe Book, Probate (rare)	1790- +	destroy 20 years after date of last entry.
85-3.2-46	Execution	1790- +	destroy 20 years after date of last entry.

	Docket, Probate (rare)		
85-3.2-47	General Index to Estates/ Probate IC 29-1-1-23	1790-1990	maintain permanently – microfilm for security purposes
85-3.2-48	General Index to Probate Complete Record	to c. 1920's	maintain permanently in original or in microform
85-3.2-49	Index to Administrator's & Executor's Bonds IC 29-1-1-23	1840's- 6/20/1991	destroy when last corresponding bond ledger is destroyed.
88-3.2-50	Fee Books, Probate	1790-c. 1913	destroy upon written approval of Division of State Court Administration.

GUARDIANSHIPS

85-3.3-01	Guardianship Docket	c. 1853-c. 1913	maintain permanently.
88-3.3-18	Guardianship Docket & Fee Book IC 29-1-1-23	1913- +	microfilm and destroy original 20 years after date of last entry/close of guardianship.
85-3.3-02	Clerk's Guardianship Docket	c. 1853-c.1913 1913	destroy.
85-3.3-03	Bar Docket, Guardianships	c. 1853-c.1920's	destroy.
85-3.3-04	Bench/Judge's Docket, Guardianships	1790-c. 1920	destroy.
85-3.3-05	Guardianship Docket Sheets	c. 1910-1990	microfilm and destroy original 20 years after close of case
85-3.3-06R	Case Files, Guardianships	1790-1990	maintain permanently in original or in microform (microfilm 5 years after order of final discharge of guardian).
85-3.3-07	Guardianship	c. 1860's-	maintain permanently in original or in microform.

	Accounts Current Reports	6/30/1991	original or in microform. Maintain as part of Guardianship Case File.
94-3.3-18	Record of Guardianship Accounts Current IC 29-1-1-23(f)	c. 1860's 6/30/1991	maintain permanently in original or in microform.
85-3.3-08	Guardian's Oaths & Letters Record	1847- +	destroy ledger 20 years after close of last case.
85-3.3-09	Guardian's Bond Record	1847- 6/30/1991	destroy ledger 20 years after close of last case.
85-3.3-10	Guardian's Bond Record to Sell Real Estate	1853-c. 1881	destroy.
85-3.3-11	Guardian's Bond, Oath & Letter Record	c. 1853-1953	destroy ledger 20 years after close of last case.

NOTE: ORIGINAL BONDS, OATHS & LETTERS ARE APPROVED BY THE COURT,
ARE ENTERED IN THE ORDER BOOK WITH ORIGINALS FILED IN THE
GUARDIANSHIP CASE FILES.

85-3.3-12R	Inventory Record, Guardianships	1853- +	destroy 20 years after disposal of last case
85-3.3-13	Record of Sale Bills Guardianships	1853-1953	destroy.
85-3.3-14R	Order Book, Guardianships	discretionary	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer original to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-3.3-15	General Index Guardianships	discretionary	maintain permanently.
85-3.3-16	Index to Guardianship Bonds	discretionary to 6/30/1991	destroy filled ledger 20 years after entry of last case.
88-3.3-17	Fee Books,	1790-c. 1913-	destroy upon written approval of Division of

Guardianships

+

State Court Administration.

TRUSTS

(Separate record series from probate, estates)

85-3.4-01R	Trust Entry Docket Book/ Trust Estate Fee Book [not required by IC 30-4-4-4(a)]	-to current	maintain permanent, in original or in microform (microfilm after 20 years).
85-3.4-02	Trust Case Files	-to current	maintain permanently, in original or in microform (microfilm 3 years after disposal).
85-3.4-03	Record of Trust Company Oaths (ledger)	varies	destroy 4 years after date of last entry.
85-3.4-04	Record of Delinquent Trust Records (ledger)	varies	maintain permanently in original or in microform
85-3.4-05	Trustee's Miscellaneous Record of Reports (ledger)	varies	maintain permanently in original or in microform.

FAMILY LAW (4) JUVENILE COURT

85-4.1-01	Record of Affidavit for Prosecution of Juvenile (discretionary)	1903- +	destroy 20 years after date of last entry.
85-4.1-02	Entry Docket/ Juvenile Entry Docket, Issue Docket & Fee Book (ledger)	1903-1990	destroy 20 years after date of last entry.
85-4.1-03	Juvenile Court Docket/Judge's Docket (replace by Docket Sheets)	1903-c. 1930's	destroy 20 years after date of last entry.
85-4.1-04	Docket Sheets	c. 1910-1990	destroy 20 years after last entry or 20 years after time when minor reaches majority unless expunged.
85-4.1-05	Investigator's	1903- +	destroy 20 years

	Case Reports (ledger)		after date of last entry.
85-4.1-06R	Master Card Index File	1903- +	destroy 20 years from date of last entry or all born prior to 12-31 of year when child is 18 years of age.
85-4.1-07	History, Record/ Children's History File (Case Files)	1903- +	destroy 20 years after last entry or 20 years after time when minor reaches majority unless expunged.
85-4.1-08R	Juvenile Order Book (ledger)	1903-1990	maintain permanently in original or in microform meeting the standards of Admin.R. 6, except individual records expunged. Microfilm after 20 years and transfer original to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-4.1-09	Original Pleadings (Case Files)	1903-1990	destroy 20 years from final judgment/order unless expunged.
87-4.1-21	Dismissed Juvenile Case Files	1903- +	destroy 2 years after order to dismiss is given.
85-4.1-10	Adult Causes, Contributing to Delinquency of Minor (Case Files)	1905- +	destroy 20 years from final judgment/order.
85-4.1-11	Bonds	1903- +	destroy 3 years after disposal of case, if such bonds are filed separately.
85-4.1-12	Record of Commitment (ledger)	1869- +	destroy 7 years after release of last person named in ledger.
85-4.1-13	Record of Releases (ledger)	1869- +	destroy 7 years after release of last person named in ledger.

85-4.1-14	Record or Reports from Juvenile Institutions (ledger)	1869- +	destroy 7 years after release of last person named in ledger.
85-4.1-15	Juvenile Institutional Report (Case Files)	1869- +	destroy 7 years after individual is released from probation.
85-4.1-16R	Probation Case Files/Folders	1903- +	destroy 7 years after individual is released from probation or informal adjustment and after child reaches 18 th birthday.
88-4.1-23	Juvenile Probation Officer's Copy of Report Where no Delinquency is Filed	varies	destroy after compilation of statistics.
88-4.1-24	No Probable Cause Files	varies	destroy after 2 years of filing.
88-4.1-25	Statistical Sheets	varies	destroy upon compilation of statistics.
88-4.1-26R	Shorthand Notes/ Tapes/ Disks Transcribed	varies	destroy 7 years after date of trial and final judgment.
88-4.1-27	Court Reporter Calendars "Court Reporter's Call Sheets"	varies	maintain current year and previous year and discard earlier years.
85-4.1-17	Judgment Docket, Juvenile Court	1903- +	maintain for 20 years from date of last entry.
85-4.1-18	Juvenile Fee Book/Juvenile Fine and Fee Docket (ledger)	1903- +	destroy 6 years after date of last entry.
85-4.1-19	General Index, Juvenile Court (ledger or card file) (discretionary)	1903-1990	destroy 20 years after date of last entry.

85-4.1-20	Juvenile Restitution Record (ledger) IC 35-7-2-1	1976- +	destroy 7 years after termination of probation of last person entered.
88-4.1-22	Fee Books, Juvenile	1903-c. 1913	destroy upon written approval of Division of State Court Administration.
91-4.1-28	Juvenile Wardship Case Files	1903- +	maintain under 85-4.1-09.

Note: Under ACTS 1936(ss): 3:26(b), IC 12-1-3-10, 1976, County Boards of Welfare filed for "the dismissal of such guardianships". These Case Files are not dismissed but such agency is ending its jurisdiction in such cases.

PATERNITY

85-4.2-01R	Paternity Order Book	1941- +	maintain permanently in court; microfilm filled ledger for security.
85-4.2-02R	Docket Sheets	1941- +	maintain permanently in court; microfilm 20 years after disposition using standards of Admin. R. 6.
85-4.2-03R	Paternity Case Files	1941- +	maintain permanently (microfilm after 5 years).
87-4.2-04R	Dismissed Paternity Case Files	1941- +	maintain permanently (microfilm after 5 years).
91-4.2-05	Shorthand Notes/ Tapes/Disks Not Transcribed	1941- +	maintain permanently.

ADOPTIONS

85-4.3-01R	Adoption Order Book/Record	1941- +	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
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85-4.3-02R	Adoption Case Files	1941- +	maintain permanently in hardcopy or in microform (microfilm after 5 years).
95-4.3-02.1	Dismissed Adoption Case Files	1941- +	maintain permanently in hard copy or microform (microfilm after 2 years from order of dismissal).
85-4.3-03	Adoption Docket Sheets	1941- +	file with Adoption Case File.
85-4.3-04	Adoption General Index	1941- +	maintain permanently in original format.
91-4.3-05	Shorthand Notes/ Tapes/Disks Not Transcribed	1941- +	maintain permanently.

COURT-ORDERED BIRTH CERTIFICATES

85-4.4-01R	Birth Certificate Record (Order Book Index of Judicial Judgment & Decree)	1941- +	maintain permanently in original or microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-4.4-02	Birth Certificate Record - Original Pleadings	1941- +	destroy 5 years after hearing.

COUNTY COURT AND COURTS PERFORMING COUNTY COURT FUNCTIONS (5)

85-5.1-01R	Small Claims Docket and Fee Book	1976-1990	destroy after 20 years if not used as and substitute Order Book (see 85-5.1-02R).
85-5.1-02R	Civil Order Book -	1976-1990	maintain

	Small Claims/ Small Claims Docket		permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-5.1-03R	Small Claims Docket Sheets	1976-1990	if no Small Claims Order Book is created under Trial Rule 77, 1979 Edition of Rules, maintain permanently. Otherwise destroy 10 years after end of calendar year (if filed separately) and after audit by State Board of Accounts.
90-5.1-03.1R	Small Claims Shorthand Notes/Tapes/ Disks Not Transcribed	1971- +	destroy or reuse 3 years after date of trial. See 89-1.1-26.1R for CP cases.
85-5.1-04	Judgment Docket Small Claims Rule 11	1976- +	destroy 20 years after date of last entry.
85-5.1-05R	Small Claims Case Files	1976-1990	destroy 5 years after order releasing judgment; or 10 years where judgment has not been ordered released or where no discharge in bankruptcy is filed.
87-5.1-21R	Dismissed Small Claims Case Files	1976- +	destroy 2 years after order to dismiss is given or after discharge in bankruptcy is filed.
85-5.1-06R	Civil Order Book - Plenary/ Plenary Docket	1976-1990	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-5.1-07R	Plenary Case Files	1976-1990	maintain permanently in original or in microform.

85-5.1-08R	Criminal Entry Docket and Fee Book	1976-1990	maintain 55 years in original or microfilm 10 years after last entry and destroy original.
85-5.1-09	Traffic Violation Docket	1976-1981	destroy.
85-5.1-10R	Infractions Order Book	1981-1990	destroy 10 years after date of last entry.
85-5.1-11R	Criminal and Traffic Docket	1976-1981	if it contains Class D Felonies, maintain 55 years; if misdemeanor only, destroy after 10 years.
85-5.1-12R	Criminal Order Book/Criminal & Misdemeanors	1976-1990	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-5.1-13R	Case Packets, Traffic Infractions	1977-1990	destroy 10 years prior to 1981; after 9-01-1981 destroy after 2 years if court complies with IC 9-30-3-11(c), (d).
85-5.1-13.1R	Traffic Non-moving Violations	1979-1990	destroy 3 years after end of calendar year and after audit by State Board of Accounts.
87-5.1-22R	Case Packets, Non-Traffic Infractions	1977-1990	destroy 10 years after final judgment.
87-5.1-23R	Case Packets, Ordinance Violations	1976-1990	destroy 10 years after final judgment.
90-5.1-23.1R	Infraction/ Ordinance Violations Shorthand Notes/Tapes/ Disks Not Transcribed	1971- +	destroy or reuse 2 years after final judgment. For felony and misdemeanors see 85-2-27R and 89-2-27.1.

85-5.1-14	Case Files - Criminal & Misdemeanors	1976-1990	destroy Misdemeanor Case Files 10 years after final disposition; maintain Class D Felonies for 55 years - 1979 +. Sample CM cases in accordance with 90-2-21.2; sample CF cases in accordance with 85-2-21R.
90-5.1-14.1	Copy of Pretrial Diversion Contract and Papers Filed in County of Residence, Different From County of Conviction	1976- +	retain for 2 years after contract's termination date.
85-5.1-15	General Indices	1976- +	maintain for life of ledger they index.
85-5.1-16	Jury Record	1976- +	destroy 3 years after date of final entry and audit by State Board of Accounts.

JUSTICE OF THE PEACE JURISDICTION

85-5.1-17	Civil Docket	to 1976	destroy.
85-5.1-18	Civil Case Files	to 1976	destroy.
85-5.1-19R	Criminal Docket	to 1976	destroy.
85-5.1-20R	Criminal Case Files	to 1976	destroy.

NOTE: Includes Lake County JP courts through 1978. For records prior to 1941, offer to local repository or Archives Division, Indiana Commission on Public Records before destruction.

TOWN COURT AND CITY CRIMINAL JURISDICTION

91-5.1-29	Criminal Docket	varies	destroy 10 years after last entry.
91-5.1-30	Criminal Case Files	varies	destroy 10 years after final entry.

CITY CIVIL JURISDICTION

88-5.1-24	Civil Entry Docket	1875-1905; 1917- +	destroy after 20 years by petition to county records commission.
88-5.1-25	Civil Docket Ledgers/Sheets	1875-1905; 1917- +	destroy after 10 years.

88-5.1-26R	Order Books ("Minute Books" Lake County)	1875-1905; 1917- +	maintain permanently in original or microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
88-5.1-27	Civil Case Files	1875-1905; 1917- +	destroy after 5 years from date of final judgment.
88-5.1-28	Fee Books, Civil	1875-1905; 1917- +	destroy 10 years after completion of volume.

NATURALIZATIONS (6)

(Formerly schedules 85-6-1 through 12). Transfer any and all naturalization records immediately to the Archives Division, Indiana Commission on Public Records through the Division of State Court Administration. See Indiana Rules of Court, 1991, page 675 for list.

COURT OF CONCILIATION (7)

85-7-01	Order Book	1853-1865	transfer to Archives Division, Indiana Commission on Public Records.
85-7-02	Case Files	1853-1865	transfer to Archives Division, Indiana Commission on Public Records.

SPECIAL JUDICIAL FUNCTIONS (8)

85-8.1-01R	Insane Record/ Mental Health Record	1848- +	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
85-8.1-02	Insanity Inquests/ M.H. Hearing, Case Files	1848-1990	destroy 7 years after discharge.
85-8.1-03R	Proceedings to Recommit to a Hospital for Insane	1881-1927	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.

85-8.1-04R	Gen. Index to Insane/Mental Health Record (discretionary)	-1990	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
94-8.1-05	Commitment Files Alcoholism	1929- +	destroy 7 years after discharge.
85-8.2-01	Commitment Order Book, Epilepsy IC 16-14-9.1	1907-1990	transfer to Archives Division, Indiana Commission on Public Records 20 years after last entry.
85-8.2-02	Commitment Files, Epilepsy IC 16-14-9.1	1907-1990	destroy 2 years after discharge of patient.
85-8.3-01	Commitment Order Book, Feeble-minded IC 16-15-1-2	1901-1990	transfer to Archives Division, Indiana Commission on Public Records 20 years after last entry
85-8.3-02	Commitment Files, Feeble-minded IC 16-15-1-2	1901-1990	destroy 2 years after discharge of patient.
85-8.4-01	Riley Hosp'l Order Book	1924-1943	transfer to Archives Division, Indiana Commission on Public Records.
85-8.4-02	Case Files, Riley Hosp'l	1924-1943	destroy.
85-8.5-01	Commitment Files, Children to Public Hospitals	1933-1943	destroy.
85-8.6-01	IU Medical Center Order Book	1939-1943	destroy.
85-8.6-02	Case Files, IU Medical Center	1939-1943	destroy.
85-8.7-01	Record of	1911-1990	destroy 20 years

	Receiverships IC 34-2-6-1		after date of last entry.
85-8.7-02	Files, Receivership Affidavit of Assets and Liabilities	1911-1990	destroy 20 years after filing.
85-8.7-03	Files, Receivership Claims	1911-1990	destroy 20 years after filing.
85-8.8-01R	Drainage Petitions and Case Files	1881-1990	maintain permanently in original or in microform (microfilm after 10 years).
85-8.8-02R	Drainage Order Book	1881-1990	maintain permanently in original or in microform meeting standards of Admin.R. 6. Microfilm after 20 years and transfer of originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.

GENERAL SCHEDULES (9)

87-9-01	Jury Lists (name slips and lists)	1790- +	maintain for 10 years unless entered in order book. If entered in order book, destroy 1 year after drawing.
87-9-02R	Order Book, Appellate Court Decisions	c. 1880- + varies	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
87-9-03R	Appellate Court Decisions	1790- +	maintain permanently in original or in microform meeting the standards of Admin.R. 6. Microfilm after 20 years and transfer originals to the Indiana Commission on Public Records or otherwise dispose of upon approval of the Division of State Court Administration.
90-9-04	Jury Record (List of Jurors)	1853- +	destroy 3 years after volume is filled and after audit by State

	Serving on Specific Cases/Time Book (ledger)		Board of Accounts.
90-9-05	Jury Questionnaire Forms	1881- +	destroy after 1 year from date of creation.
TRIAL RULE 77 SCHEDULES (10)			
94-10-01	Case Files	1991- +	Apply existing schedules for each jurisdiction, adjudicated & dismissed.
94-10-02	Indexes	1991- +	Apply existing schedules for each jurisdiction.
94-10-03	Chronological Case Summary (CCS)	1991- +	For all types (except for IF/OV), maintain permanently. Microfilm 5 years after final disposition. If maintained electronically, guarantee capacity to generate hard copy at any time. For IF/OV, destroy 10 years after final disposition.
94-10-04	Record of Designated Judgments and Orders (RJO)	1991- +	Maintain each type permanently. Microfilm 2 years after completion of volume in accordance with standards set in Administrative Rule 6. Also maintain hard copy.

Adopted Nov. 4, 1985, effective Jan. 1, 1988; amended Oct. 30, 1986, effective Jan. 1, 1987; amended Dec. 7, 1987, effective Jan. 1, 1988; amended Nov. 10, 1988, effective Jan. 1, 1989; amended effective Feb. 16, 1989; amended Nov. 30, 1989, effective Jan. 1, 1990; amended Nov. 13, 1990, effective Jan. 1, 1991; amended Nov. 1, 1991, effective Jan. 1, 1992; amended Oct. 30, 1992, effective Jan. 1, 1993; amended Oct. 29, 1993, effective Jan. 1, 1994; amended Dec. 5, 1994, effective Feb. 1, 1995; amended Dec. 15, 1995, effective Feb. 1, 1996.

Administrative Rule 7 shall be mandatory in all courts effective January 1, 1988, and be advisory prior to such effective date.

Rule 8. Uniform Case Numbering System

(A) Application. All trial courts in the State of Indiana shall use the uniform case numbering system as set forth under this rule.

(B) Numbering System. The uniform case numbering system shall consist of four groups of characters arranged in a manner to identify the court, the year/month of filing, the case type and the filing sequence. The following is an example of the case number to be employed:

55C01-8604-CF-001

(A) Court Identifier. The first group of five characters shall constitute the county and court identifier.

The first and second character in this group shall represent the county of filing employing the following code:

- 01 Adams County
- 02 Allen County
- 03 Bartholomew County
- 04 Benton County
- 05 Blackford County
- 06 Boone County
- 07 Brown County
- 08 Carroll County
- 09 Cass County
- 10 Clark County
- 11 Clay County
- 12 Clinton County
- 13 Crawford County
- 14 Daviess County
- 15 Dearborn County
- 16 Decatur County
- 17 DeKalb County
- 18 Delaware County
- 19 Dubois County
- 20 Elkhart County
- 21 Fayette County
- 22 Floyd County
- 23 Fountain County
- 24 Franklin County
- 25 Fulton County
- 26 Gibson County
- 27 Grant County
- 28 Greene County
- 29 Hamilton County
- 30 Hancock County
- 31 Harrison County
- 32 Hendricks County
- 33 Henry County
- 34 Howard County
- 35 Huntington County
- 36 Jackson County
- 37 Jasper County
- 38 Jay County
- 39 Jefferson County
- 40 Jennings County
- 41 Johnson County
- 42 Knox County
- 43 Kosciusko County
- 44 LaGrange County
- 45 Lake County
- 46 LaPorte County
- 47 Lawrence County

48 Madison County
49 Marion County
50 Marshall County
51 Martin County
52 Miami County
53 Monroe County
54 Montgomery County
55 Morgan County
56 Newton County
57 Noble County
58 Ohio County
59 Orange County
60 Owen County
61 Parke County
62 Perry County
63 Pike County
64 Porter County
65 Posey County
66 Pulaski County
67 Putnam County
68 Randolph County
69 Ripley County
70 Rush County
71 St. Joseph County
72 Scott County
73 Shelby County
74 Spencer County
75 Starke County
76 Steuben County
77 Sullivan County
78 Switzerland County
79 Tippecanoe County
80 Tipton County
81 Union County
82 Vanderburgh County
83 Vermillion County
84 Vigo County
85 Wabash County
86 Warren County
87 Warrick County
88 Washington County
89 Wayne County
90 Wells County
91 White County
92 Whitley County

The third character in the first group shall represent the court of filing employing the following code:

C Circuit Court
D Superior Court

E County Court
F Superior Municipal Division
G Superior Court/Criminal Division
H City Court
I Town Court
J Probate Court
K Township Small Claims Court

The last two characters of the first group shall distinguish between courts in counties having more than one court of a specific type. The following code sets forth the county and court identifier for all courts:

01C01	Adams Circuit Court
01D01	Adams Superior Court
02C01	Allen Circuit Court
02D01	Allen Superior Court
02D02	Allen Superior Court
02D03	Allen Superior Court
02D04	Allen Superior Court
02D05	Allen Superior Court
02D06	Allen Superior Court
02D07	Allen Superior Court
02D08	Allen Superior Court
02D09	Allen Superior Court
03C01	Bartholomew Circuit Court
03D01	Bartholomew Superior Court 1
03D02	Bartholomew Superior Court 2
04C01	Benton Circuit Court
05C01	Blackford Circuit Court
05E01	Blackford County Court (abolished)
05D01	Blackford Superior Court
05E01	Blackford County Court
05H01	Blackford/Hartford City City Court (abolished)
05H02	Blackford/Montpelier City Court
06C01	Boone Circuit Court
06D01	Boone Superior Court 1
06D02	Boone Superior Court 2
06H01	Boone/Lebanon City Court
06I01	Boone/Thorntown Town Court
06I02	Boone/Zionsville Town Court
06I03	Boone/Jamestown Town Court
06I04	Boone/Whitestown Town Court
07C01	Brown Circuit Court
08C01	Carroll Circuit Court
08D01	Carroll Superior Court
08H01	Carroll/Delphi City Court
08I01	Carroll/Burlington Town Court
09C01	Cass Circuit Court
09D01	Cass Superior Court 1
09D02	Cass Superior Court 2
10C01	Clark Circuit Court

10D01	Clark Superior Court 1
10D02	Clark Superior Court 2
10D03	Clark Superior Court 3
10E01	Clark County Court (abolished)
10H01	Clark/Charlestown City Court
10H02	Clark/Jeffersonville City Court
10I01	Clark/Clarksville Town Court
11C01	Clay Circuit Court
11D01	Clay Superior Court
12C01	Clinton Circuit Court
12D01	Clinton Superior Court
12E01	Clinton County Court (abolished)
12H01	Clinton/Frankfort City Court
13C01	Crawford Circuit Court
14C01	Daviess Circuit Court
14D01	Daviess Superior Court
14E01	Daviess County Court (abolished)
15C01	Dearborn Circuit Court
15D01	Dearborn Superior Court
15E01	Dearborn County Court (abolished)
15H01	Dearborn/Aurora City Court
15H02	Dearborn/Lawrenceburg City Court
16C01	Decatur Circuit Court
16D01	Decatur Superior Court
16E01	Decatur County Court (abolished)
17C01	DeKalb Circuit Court
17D01	Dekalb Superior Court
17H01	Dekalb/Butler City Court
18C01	Delaware Circuit Court
18C02	Delaware Circuit Court 2
18C03	Delaware Circuit Court 3
18C04	Delaware Circuit Court 4
18C05	Delaware Circuit Court 5
18D01	Delaware Superior Court 1
18D02	Delaware Superior Court 2
18D03	Delaware Superior Court 3
18D04	Delaware Superior Court 4
18H01	Delaware/Muncie City Court
18I01	Delaware/Yorktown Town Court
19C01	Dubois Circuit Court
19D01	Dubois Superior Court
20C01	Elkhart Circuit Court
20D01	Elkhart Superior Court 1
20D02	Elkhart Superior Court 2
20D03	Elkhart Superior Court 3
20D04	Elkhart Superior Court 4 [Goshen]
20D05	Elkhart Superior Court 5 [Elkhart]
20D06	Elkhart Superior Court 6 [Elkhart]
20E01	Elkhart County Court 1 in Elkhart (abolished)
20E02	Elkhart County Court 2 in Goshen (abolished)

20H01	Elkhart/Elkhart City Court
20H02	Elkhart/Goshen City Court
20H03	Elkhart/Nappanee City Court
21C01	Fayette Circuit Court
21D01	Fayette Superior Court
22C01	Floyd Circuit Court
22D01	Floyd Superior Court
22E01	Floyd County Court
23C01	Fountain Circuit Court
23H01	Fountain/Attica City Court
24C01	Franklin Circuit Court
25C01	Fulton Circuit Court
25D01	Fulton Superior Court
25E01	Fulton County Court (abolished)
26C01	Gibson Circuit Court
26D01	Gibson Superior Court
27C01	Grant Circuit Court
27D01	Grant Superior Court 1
27D02	Grant Superior Court 2
27D03	Grant Superior Court 3
27E01	Grant County Court (abolished)
27H01	Grant/Gas City City Court
27H02	Grant/Marion City Court
28C01	Greene Circuit Court
28D01	Greene Superior Court
28E01	Greene County Court (abolished)
29C01	Hamilton Circuit Court
29D01	Hamilton Superior Court 1
29D02	Hamilton Superior Court 2
29D03	Hamilton Superior Court 3
29D04	Hamilton Superior Court 4
29D05	Hamilton Superior Court 5
29E01	Hamilton County Court (abolished)
29H01	Hamilton/Carmel City Court
29H02	Hamilton/Noblesville City Court
30C01	Hancock Circuit Court
30D01	Hancock Superior Court 1
30D02	Hancock Superior Court 2
30E01	Hancock County Court (abolished)
31C01	Harrison Circuit Court
31D01	Harrison Superior Court
31E01	Harrison County Court (abolished)
32C01	Hendricks Circuit Court
32D01	Hendricks Superior Court 1
32D02	Hendricks Superior Court 2
32D03	Hendricks Superior Court 3
32I01	Hendricks/Plainfield Town Court
32I02	Hendricks/Brownsburg Town Court
32I03	Hendricks/Avon Town Court
33C01	Henry Circuit Court

33D01	Henry Superior Court 1
33D02	Henry Superior Court 2
33E01	Henry County Court (abolished)
33H01	New Castle City Court
33I01	Henry/Knightstown Town Court
34C01	Howard Circuit Court
34D01	Howard Superior Court 1
34D02	Howard Superior Court 2
34D03	Howard Superior Court 3
34E01	Howard County Court (abolished)
35C01	Huntington Circuit Court
35D01	Huntington Superior Court
35E01	Huntington County Court (abolished)
35I01	Huntington/Roanoke Town Court
36C01	Jackson Circuit Court
36D01	Jackson Superior Court
36E01	Jackson County Court (abolished)
37C01	Jasper Circuit Court
37D01	Jasper Superior Court
37D02	Jasper Superior Court 2 (abolished)
37I01	Jasper/DeMotte Town Court
37I02	Jasper/Wheatfield Town Court
38C01	Jay Circuit Court
38D01	Jay Superior Court
38E01	Jay County Court (abolished)
38H01	Jay/Dunkirk City Court
38H02	Jay/Portland City Court
39C01	Jefferson Circuit Court
39D01	Jefferson Superior Court
39E01	Jefferson County Court (abolished)
40C01	Jennings Circuit Court
40D01	Jennings Superior Court
40H01	Jennings/North Vernon City Court (abolished)
41C01	Johnson Circuit Court
41D01	Johnson Superior Court 1
41D02	Johnson Superior Court 2
41D03	Johnson Superior Court 3
41H01	Johnson/Franklin City Court
41H02	Johnson/Greenwood City Court
41I01	Johnson/New Whiteland Town Court (abolished)
42C01	Knox Circuit Court
42D01	Knox Superior Court 1
42D02	Knox Superior Court 2
42E01	Knox County Court (abolished)
42H01	Knox/Bicknell City Court
43C01	Kosciusko Circuit Court
43D01	Kosciusko Superior Court 1
43D02	Kosciusko Superior Court 2
43D03	Kosciusko Superior Court 3
43E01	Kosciusko County Court (abolished)

44C01	LaGrange Circuit Court
44D01	LaGrange Superior Court
44E01	LaGrange County Court (abolished)
45C01	Lake Circuit Court
45D01	Lake Superior Court, Civil Division 1
45D02	Lake Superior Court, Civil Division 2
45D03	Lake Superior Court, Civil Division 3
45D04	Lake Superior Court, Civil Division 4
45D05	Lake Superior Court, Civil Division 5
45D10	Lake Superior Court, Civil Division 6
45D11	Lake Superior Court, Civil Division 7
45D06	Lake Superior Court, Juvenile Division
45D07	Lake Superior Court, County Division 1
45D08	Lake Superior Court, County Division 2
45D09	Lake Superior Court, County Division 3
45G01	Lake Superior Court, Criminal Division 1
45G02	Lake Superior Court, Criminal Division 2
45G03	Lake Superior Court, Criminal Division 3
45G04	Lake Superior Court, Criminal Division 4
45E01	Lake County Court (abolished)
45E02	Lake County Court (abolished)
45E03	Lake County Court (abolished)
45H01	Lake/Crown Point City Court
45H02	Lake/East Chicago City Court
45H03	Lake/Gary City Court
45H04	Lake/Hammond City Court
45H05	Lake/Hobart City Court
45H06	Lake/Lake Station City Court
45H07	Lake/Whiting City Court
45I01	Lake/Merrillville Town Court
45I02	Lake/Schererville Town Court
45I03	Lake/Lowell Town Court
46C01	LaPorte Circuit Court
46D01	LaPorte Superior Court 1
46D02	LaPorte Superior Court 2
46D03	LaPorte Superior Court 3 in LaPorte
46D04	LaPorte Superior Court 4 in Michigan City
47C01	Lawrence Circuit Court
47D01	Lawrence Superior Court 1
47D02	Lawrence Superior Court 2
47E01	Lawrence County Court (abolished)
48C01	Madison Circuit Court
48D01	Madison Superior Court 1
48D02	Madison Superior Court 2
48D03	Madison Superior Court 3
48E01	Madison County Court 1
48E02	Madison County Court 2
48H01	Madison/Alexandria City Court
48H02	Madison/Anderson City Court
48H03	Madison/Elwood City Court

48I01	Madison/Edgewood Town Court
49C01	Marion Circuit Court
49D01	Marion Superior Court, Civil Division 1
49D02	Marion Superior Court, Civil Division 2
49D03	Marion Superior Court, Civil Division 3
49D04	Marion Superior Court, Civil Division 4
49D05	Marion Superior Court, Civil Division 5
49D06	Marion Superior Court, Civil Division 6
49D07	Marion Superior Court, Civil Division 7
49D08	Marion Superior Court, Probate Division
49D09	Marion Superior Court, Juvenile Division
49D10	Marion Superior Court, Civil Division 10
49D11	Marion Superior Court, Civil Division 11
49D12	Marion Superior Court, Civil Division 12
49D13	Marion Superior Court, Civil Division 13
49F07	Marion Superior Court, Criminal Division 7
49F08	Marion Superior Court, Criminal Division 8
49F09	Marion Superior Court, Criminal Division 9
49F10	Marion Superior Court, Criminal Division 10
49F11	Initial Hearing Court
49F12	Marion Superior Court, Criminal Division 12
49F13	Marion Superior Court, Criminal Division 13
49F14	Marion Superior Court, Criminal Division 14
49F15	Marion Superior Court, Criminal Division 15
49F16	Marion Superior Court, Criminal Division 16
49F17	Marion Superior Court, Criminal Division 17
49F18	Marion Superior Court, Criminal Division 18
49F19	Marion Superior Court, Criminal Division 19
49G01	Marion Superior Court, Criminal Division 1
49G02	Marion Superior Court, Criminal Division 2
49G03	Marion Superior Court, Criminal Division 3
49G04	Marion Superior Court, Criminal Division 4
49G05	Marion Superior Court, Criminal Division 5
49G06	Marion Superior Court, Criminal Division 6
49G14	Marion Superior Court, Criminal Division 14
49G20	Marion Superior Court, Criminal Division 20
49K01	Marion County Small Claims Court, Center Division
49K02	Marion County Small Claims Court, Decatur Division
49K03	Marion County Small Claims Court, Lawrence Division
49K04	Marion County Small Claims Court, Perry Division
49K05	Marion County Small Claims Court, Pike Division
49K06	Marion County Small Claims Court, Warren Division
49K07	Marion County Small Claims Court, Washington Division
49K08	Marion County Small Claims Court, Wayne Division
49K09	Marion County Small Claims Court, Franklin Township
50C01	Marshall Circuit Court
50D01	Marshall Superior Court 1
50D02	Marshall Superior Court 2
50E01	Marshall County Court (abolished)
50H01	Marshall/Plymouth City Court (abolished)

50I01	Marshall/Argos Town Court (abolished)
51C01	Martin Circuit Court
51H01	Martin/Loogootee City Court (abolished)
52C01	Miami Circuit Court
52D01	Miami Superior Court
52H01	Miami/Peru City Court
52I01	Miami/Bunker Hill Town Court
53C01	Monroe Circuit Court 1
53C02	Monroe Circuit Court 2
53C03	Monroe Circuit Court 3
53C04	Monroe Circuit Court 4
53C05	Monroe Circuit Court 5
53C06	Monroe Circuit Court 6
53C07	Monroe Circuit Court 7
53D01	Monroe Superior Court (abolished)
53D02	Monroe Superior Court (abolished)
53D03	Monroe Superior Court (abolished)
53D04	Monroe Superior Court (abolished)
53D05	Monroe Superior Court (abolished)
54C01	Montgomery Circuit Court
54D01	Montgomery Superior Court
54E01	Montgomery County Court
54H01	Montgomery/Crawfordsville City Court (abolished)
55C01	Morgan Circuit Court
55D01	Morgan Superior Court 1
55D02	Morgan Superior Court 2
55D03	Morgan Superior Court 3
55E01	Morgan County Court (abolished)
55H01	Morgan/Martinsville City Court
55I01	Morgan/Mooresville Town Court
56C01	Newton Circuit Court
56D01	Newton Superior Court
57C01	Noble Circuit Court
57D01	Noble Superior Court 1
57D02	Noble Superior Court 2 7/1/1999
57E01	Noble County Court (to be abolished) 7/1/1999
57I01	Noble/Avilla Town Court (abolished)
57I02	Noble/Cromwell Town Court (abolished)
58C01	Ohio Circuit Court
58D01	Ohio Superior Court
59C01	Orange Circuit Court
59D01	Orange Superior Court
59E01	Orange County Court (abolished)
60C01	Owen Circuit Court
61C01	Parke Circuit Court
62C01	Perry Circuit Court
62H01	Perry/Cannelton Town Court (abolished)
62H02	Perry/Tell City City Court
63C01	Pike Circuit Court
63H01	Pike/Petersburg City Court (abolished)

64C01	Porter Circuit Court
64D01	Porter Superior Court 1
64D02	Porter Superior Court 2
64D03	Porter Superior Court 3
64D04	Porter Superior Court 4
64D06	Porter Superior Court 6
64E01	Porter County Court (abolished)
64I01	Porter/Chesterton Town Court (abolished)
65C01	Posey Circuit Court
65D01	Posey Superior Court
65E01	Posey County Court (abolished)
66C01	Pulaski Circuit Court
66D01	Pulaski Superior Court
66E01	Pulaski County Court (abolished)
67C01	Putnam Circuit Court
67D01	Putnam Superior Court
67E01	Putnam County Court (abolished)
68C01	Randolph Circuit Court
68D01	Randolph Superior Court
68E01	Randolph County Court (abolished)
68H01	Randolph/Winchester City Court
68H02	Randolph/Union City City Court
69C01	Ripley Circuit Court
69D01	Ripley Superior Court
69H01	Ripley/Batesville City Court
69I01	Ripley/Versailles Town Court
70C01	Rush Circuit Court
70D01	Rush Superior Court
70E01	Rush County Court (abolished)
71C01	St. Joseph Circuit Court
71D01	St. Joseph Superior Court
71D02	St. Joseph Superior Court
71D03	St. Joseph Superior Court
71D04	St. Joseph Superior Court
71D05	St. Joseph Superior Court
71D06	St. Joseph Superior Court
71D07	St. Joseph Superior Court
71D08	St. Joseph Superior Court
71I01	St. Joseph/Walkerton Town Court
71J01	St. Joseph Probate Court
72C01	Scott Circuit Court
72D01	Scott Superior Court
72E01	Scott County Court (abolished)
73C01	Shelby Circuit Court
73D01	Shelby Superior Court 1
73D02	Shelby Superior Court 2
73E01	Shelby County Court (abolished)
74C01	Spencer Circuit Court
74H01	Spencer/Rockport City Court
75C01	Starke Circuit Court

75H01	Starke/Knox City Court
76C01	Steuben Circuit Court
76D01	Steuben Superior Court
76E01	Steuben County Court (abolished)
76I01	Steuben/Fremont Town Court
77C01	Sullivan Circuit Court
77D01	Sullivan Superior Court
77E01	Sullivan County Court (abolished)
78C01	Switzerland Circuit Court
78D01	Switzerland Superior Court
79C01	Tippecanoe Circuit Court
79D01	Tippecanoe Superior Court 1
79D02	Tippecanoe Superior Court 2
79D03	Tippecanoe Superior Court 3
79D04	Tippecanoe Superior Court 4
79D05	Tippecanoe Superior Court 5
79D06	Tippecanoe Superior Court 6
79H01	Tippecanoe/West Lafayette City Court
80C01	Tipton Circuit Court
80H01	Tipton/Tipton City Court
80I01	Tipton/Sharpsville Town Court
81C01	Union Circuit Court
82C01	Vanderburgh Circuit Court
82D01	Vanderburgh Superior Court
82D02	Vanderburgh Superior Court
82D03	Vanderburgh Superior Court
82D04	Vanderburgh Superior Court
82D05	Vanderburgh Superior Court
82D06	Vanderburgh Superior Court
82D07	Vanderburgh Superior Court
83C01	Vermillion Circuit Court
83H01	Vermillion/Clinton City Court
84C01	Vigo Circuit Court
84D01	Vigo Superior Court 1
84D02	Vigo Superior Court 2
84D03	Vigo Superior Court 3 (Circuit Judge)
84D04	Vigo Superior Court 4
84D05	Vigo Superior Court 5
84E04	Vigo County Court, Division 4 (abolished)
84E05	Vigo County Court, Division 5 (abolished) (84E01, 84E02, and 84E03 not used)
84H01	Vigo/Terre Haute City Court
85C01	Wabash Circuit Court
85D01	Wabash Superior Court
85E01	Wabash County Court (abolished)
85H01	Wabash/Wabash City Court
85I01	Wabash/N. Manchester Town Court
86C01	Warren Circuit Court
87C01	Warrick Circuit Court
87D01	Warrick Superior Court 1

87D02	Warrick Superior Court 2
88C01	Washington Circuit Court
88D01	Washington Superior Court
88H01	Washington/Salem City Court (abolished)
89C01	Wayne Circuit Court
89D01	Wayne Superior Court 1
89D02	Wayne Superior Court 2
89D03	Wayne Superior Court 3
89D04	Wayne Superior 4 (transfer judge)
89I01	Wayne/Hagerstown Town Court
90C01	Wells Circuit Court
90D01	Wells Superior Court
90H01	Wells/Bluffton City Court
91C01	White Circuit Court
91D01	White Superior Court
91I01	White/Monon Town Court
92C01	Whitley Circuit Court
92D01	Whitley Superior Court

(2) *Year/Month of Filing.* The second group of four characters shall represent the year and month of filing. As shown above, digits one and two of this group denote the last two digits of the calendar year and digits three and four reflect the month of filing. Although it is recommended that the month of designation be included, it is not mandatory. It should be noted, however, that future requirements may necessitate the mandatory inclusion of the month designation.

(B) *Case Type.* The third group of two characters shall designate the type of proceeding utilizing the following case classification code:

CF - Criminal Felony

DF - Class D Felony

CM - Criminal Misdemeanor

MC - Miscellaneous Criminal

IF - Infraction

OV - Local Ordinance Violation

OE - Exempted Ordinance Violation

CT - Civil Tort

CP - Civil Plenary (All civil cases except those otherwise specifically designated)

MI - Miscellaneous (Civil cases other than those specifically identified - i.e. change of name, appointment of appraisers, marriage waivers, etc.)

RS - Reciprocal Support

SC - Small Claim

DR - Domestic Relation (Includes Dissolution of Marriage, Petition for Support, Annulment, and Legal Separation)

MH - Mental Health

AD - Adoption

AH - Petition for Release of Adoption History

ES - Estate, Supervised

EU - Estate, Unsupervised

GU - Guardianship

TR - Trust

JC - Juvenile CHINS

JD - Juvenile Delinquency

JS - Juvenile Status
JT - Juvenile Termination of Parental Rights
JP - Juvenile Paternity
JM - Juvenile Miscellaneous
PO - Protective Order

Separate dockets need not be maintained for each type.

- (C) *Filing Sequence.* The fourth group may consist of any number of characters assigned sequentially to a case when it is filed. It shall begin with a "1" at the beginning of each year for each case classification (or for each docket book if more than one case classification is grouped within a single docket) and continue sequentially until the end of the year. The number of digits in this group will be determined by the number of cases filed within a given classification or docket.

Adopted Oct. 15, 1986, effective Jan. 1, 1987; amended Dec. 8, 1986, effective Jan. 1, 1987; amended Nov. 10, 1988, effective Jan. 1, 1989; amended Nov. 30, 1989, effective Jan. 1, 1990; amended Nov. 13, 1990, effective Jan. 1, 1991; amended Oct. 25, 1991, effective Jan. 1, 1992; amended Oct. 29, 1993, effective Jan. 1, 1994; amended Nov. 9, 1993, effective Jan. 1, 1994; amended Dec. 5, 1994, effective Feb. 1, 1995; amended Dec. 15, 1995, effective Feb. 1, 1996; amended effective Dec. 23, 1996. amended effective Feb. 17, 1997. amended effective April 6, 1999. amended effective June 30, 1999. amended effective Nov. 18, 1999. amended effective April 28, 2000. amended December 22, 2000, effective January 1, 2001. amended effective February 23, 2001.

Note: See also following version of this rule, effective 1-1-2002.

Rule 8. Uniform Case Numbering System (later effective version)

Note: This version of rule effective 1-1-2002. See also preceding version of this rule, effective until 1-1-2002.

- (A) **Application.** All trial courts in the State of Indiana shall use the uniform case numbering system as set forth under this rule.
- (B) **Numbering System.** The uniform case numbering system shall consist of four groups of characters arranged in a manner to identify the court, the year/month of filing, the case type and the filing sequence. The following is an example of the case number to be employed:

55C01-8604-CF-001

- (1) *Court Identifier.* The first group of five characters shall constitute the county and court identifier. The first and second character in this group shall represent the county of filing employing the following code:

01 Adams County
02 Allen County
03 Bartholomew County
04 Benton County
05 Blackford County
06 Boone County
07 Brown County
08 Carroll County
09 Cass County

- 10 Clark County
- 11 Clay County
- 12 Clinton County
- 13 Crawford County
- 14 Daviess County
- 15 Dearborn County
- 16 Decatur County
- 17 DeKalb County
- 18 Delaware County
- 19 Dubois County
- 20 Elkhart County
- 21 Fayette County
- 22 Floyd County
- 23 Fountain County
- 24 Franklin County
- 25 Fulton County
- 26 Gibson County
- 27 Grant County
- 28 Greene County
- 29 Hamilton County
- 30 Hancock County
- 31 Harrison County
- 32 Hendricks County
- 33 Henry County
- 34 Howard County
- 35 Huntington County
- 36 Jackson County
- 37 Jasper County
- 38 Jay County
- 39 Jefferson County
- 40 Jennings County
- 41 Johnson County
- 42 Knox County
- 43 Kosciusko County
- 44 LaGrange County
- 45 Lake County
- 46 LaPorte County
- 47 Lawrence County
- 48 Madison County
- 49 Marion County
- 50 Marshall County
- 51 Martin County
- 52 Miami County
- 53 Monroe County
- 54 Montgomery County
- 55 Morgan County
- 56 Newton County
- 57 Noble County
- 58 Ohio County
- 59 Orange County

- 60 Owen County
- 61 Parke County
- 62 Perry County
- 63 Pike County
- 64 Porter County
- 65 Posey County
- 66 Pulaski County
- 67 Putnam County
- 68 Randolph County
- 69 Ripley County
- 70 Rush County
- 71 St. Joseph County
- 72 Scott County
- 73 Shelby County
- 74 Spencer County
- 75 Starke County
- 76 Steuben County
- 77 Sullivan County
- 78 Switzerland County
- 79 Tippecanoe County
- 80 Tipton County
- 81 Union County
- 82 Vanderburgh County
- 83 Vermillion County
- 84 Vigo County
- 85 Wabash County
- 86 Warren County
- 87 Warrick County
- 88 Washington County
- 89 Wayne County
- 90 Wells County
- 91 White County
- 92 Whitley County

The third character in the first group shall represent the court of filing employing the following code:

- C Circuit Court
- D Superior Court
- E County Court
- F Superior Municipal Division
- G Superior Court/ Criminal Division
- H City Court
- I Town Court
- J Probate Court
- K Township Small Claims Court

The last two characters of the first group shall distinguish between courts in counties having more than one court of a specific type. The following code sets forth the county and court identifier for all courts:

01C01 Adams Circuit Court

01D01 Adams Superior Court
02C01 Allen Circuit Court
02D01 Allen Superior Court
02D02 Allen Superior Court
02D03 Allen Superior Court
02D04 Allen Superior Court
02D05 Allen Superior Court
02D06 Allen Superior Court
02D07 Allen Superior Court
02D08 Allen Superior Court
02D09 Allen Superior Court
02H01 Allen/New Haven City Court
03C01 Bartholomew Circuit Court
03D01 Bartholomew Superior Court 1
03D02 Bartholomew Superior Court 2
04C01 Benton Circuit Court
05C01 Blackford Circuit Court
05D01 Blackford Superior Court
05E01 Blackford County Court (abolished)
05H01 Blackford/Hartford City City Court (abolished)
05H02 Blackford/Montpelier City Court
06C01 Boone Circuit Court
06D01 Boone Superior Court 1
06D02 Boone Superior Court 2
06H01 Boone/Lebanon City Court
06I01 Boone/Thorntown Town Court
06I02 Boone/Zionsville Town Court
06I03 Boone/Jamestown Court
06I04 Boone/Whitestown Town Court
07C01 Brown Circuit Court
08C01 Carroll Circuit Court
08D01 Carroll Superior Court
08H01 Carroll/Delphi City Court
08I01 Carroll/Burlington Town Court
09C01 Cass Circuit Court
09D01 Cass Superior Court 1
09D02 Cass Superior Court 2
10C01 Clark Circuit Court
10D01 Clark Superior Court 1
10D02 Clark Superior Court 2
10D03 Clark Superior Court 3
10E01 Clark County Court (abolished)
10H01 Clark/Charlestown City Court
10H02 Clark/Jeffersonville City Court
10I01 Clark/Clarksville Town Court
11C01 Clay Circuit Court
11D01 Clay Superior Court
12C01 Clinton Circuit Court
12D01 Clinton Superior Court
12E01 Clinton County Court (abolished)

12H01 Clinton/Frankfort City Court
13C01 Crawford Circuit Court
14C01 Daviess Circuit Court
14D01 Daviess Superior Court
14E01 Daviess County Court (abolished)
15C01 Dearborn Circuit Court
15D01 Dearborn Superior Court
15E01 Dearborn County Court (abolished)
15H01 Dearborn/Aurora City Court
15H02 Dearborn/Lawrenceburg City Court
16C01 Decatur Circuit Court
16D01 Decatur Superior Court
16E01 Decatur County Court (abolished)
17C01 DeKalb Circuit Court
17D01 DeKalb Superior Court
17H01 DeKalb/Butler City Court
18C01 Delaware Circuit Court
18C02 Delaware Circuit Court 2
18C03 Delaware Circuit Court 3
18C04 Delaware Circuit Court 4
18C05 Delaware Circuit Court 5
18D01 Delaware Superior Court 1 (abolished)
18D02 Delaware Superior Court 2 (abolished)
18D03 Delaware Superior Court 3 (abolished)
18D04 Delaware Superior Court 4 (abolished)
18H01 Delaware/Muncie City Court
18I01 Delaware/Yorktown Town Court
19C01 Dubois Circuit Court
19D01 Dubois Superior Court
20C01 Elkhart Circuit Court
20D01 Elkhart Superior Court 1
20D02 Elkhart Superior Court 2
20D03 Elkhart Superior Court 3
20D04 Elkhart Superior Court 4 [Goshen]
20D05 Elkhart Superior Court 5 [Elkhart]
20D06 Elkhart Superior Court 6 [Elkhart]
20E01 Elkhart County Court 1 in Elkhart (abolished)
20E02 Elkhart County Court 2 in Goshen (abolished)
20H01 Elkhart/Elkhart City Court
20H02 Elkhart/Goshen City Court
20H03 Elkhart/Nappanee City Court
21C01 Fayette Circuit Court
21D01 Fayette Superior Court
22C01 Floyd Circuit Court
22D01 Floyd Superior Court
22E01 Floyd County Court
23C01 Fountain Circuit Court
23H01 Fountain/Attica City Court
24C01 Franklin Circuit Court
25C01 Fulton Circuit Court

25D01 Fulton Superior Court
25E01 Fulton County Court (abolished)
26C01 Gibson Circuit Court
26D01 Gibson Superior Court
27C01 Grant Circuit Court
27D01 Grant Superior Court 1
17D02 Grant Superior Court 2
27D03 Grant Superior Court 3
27E01 Grant County Court (abolished)
27H01 Grant/Gas City City Court
27H02 Grant/Marion City Court
28C01 Greene Circuit Court
28D01 Greene Superior Court
28E01 Greene County Court (abolished)
29C01 Hamilton Circuit Court
29D01 Hamilton Superior Court 1
29D02 Hamilton Superior Court 2
29D03 Hamilton Superior Court 3
29D04 Hamilton Superior Court 4
29D05 Hamilton Superior Court 5
29E01 Hamilton County Court (abolished)
29H01 Hamilton/Carmel City Court
29H02 Hamilton/Noblesville City Court
30C01 Hancock Circuit Court
30D01 Hancock Superior Court 1
30D02 Hancock Superior Court 2
30E01 Hancock county Court (abolished)
31C01 Harrison Circuit Court
31D01 Harrison Superior Court
31E01 Harrison County Court (abolished)
32C01 Hendricks Circuit Court
32D01 Hendricks Superior Court 1
32D02 Hendricks Superior Court 2
32D03 Hendricks Superior Court 3
32I01 Hendricks/Plainfield Town Court
32I02 Hendricks/Brownsburg Town Court
32I03 Hendricks/Avon Town Court
33C01 Henry Circuit Court
33D01 Henry Superior Court 1
33D02 Henry Superior Court 2
33E01 Henry County Court (abolished)
33H01 New Castle City Court
33I01 Henry/Knightstown Town Court
34C01 Howard Circuit Court
34D01 Howard Superior Court 1
34D02 Howard Superior Court 2
34D03 Howard Superior Court 3
34E01 Howard County Court (abolished)
35C01 Huntington Circuit Court
35D01 Huntington Superior Court

35E01 Huntington County Court (abolished)
35I01 Huntington/Roanoke Town Court
36C01 Jackson Circuit Court
36D01 Jackson Superior Court
36E01 Jackson County Court (abolished)
37C01 Jasper Circuit Court
37D01 Jasper Superior Court
37D02 Jasper Superior Court 2 (abolished)
37I01 Jasper/DeMotte Town Court
37I02 Jasper/Wheatfield Town Court
38C01 Jay Circuit Court
38D01 Jay Superior Court
38E01 Jay County Court (abolished)
38H01 Jay/Dunkirk City Court
38H02 Jay/Portland City Court
39C01 Jefferson Circuit Court
39D01 Jefferson Superior Court
39E01 Jefferson County Court (abolished)
40C01 Jennings Circuit Court
40D01 Jennings Superior Court
40H01 Jennings/North Vernon city Court (abolished)
41C01 Johnson Circuit Court
41D01 Johnson Superior Court 1
41D02 Johnson Superior Court 2
41D03 Johnson Superior Court 3
41H01 Johnson/Franklin City Court
41H02 Johnson/Greenwood City Court
41I01 Johnson/New Whiteland Town Court (abolished)
42C01 Knox Circuit Court
42D01 Knox Superior Court 1
42D02 Knox Superior Court 2
42E01 Knox County Court (abolished)
42H01 Knox/Bicknell City Court
43C01 Kosciusko Circuit Court
43D01 Kosciusko Superior Court 1
43D02 Kosciusko Superior Court 2
43D03 Kosciusko Superior Court 3
43E01 Kosciusko County Court (abolished)
44C01 LaGrange Circuit Court
44D01 LaGrange Superior Court
44E01 LaGrange County Court (abolished)
45C01 Lake Circuit Court
45D01 Lake Superior Court, Civil Division 1
45D02 Lake Superior Court, Civil Division 2
45D03 Lake Superior Court, Civil Division 3
45D04 Lake Superior Court, Civil Division 4
45D05 Lake Superior Court, Civil Division 5
45D10 Lake Superior Court, Civil Division 6
45D11 Lake Superior Court, Civil Division 7
45D06 Lake Superior Court, Juvenile Division

45D07 Lake Superior Court, County Division 1
45D08 Lake Superior Court, County Division 2
45D09 Lake Superior Court, County Division 3
45D12 Lake Superior Court, County Division 4
45G01 Lake Superior Court, Criminal Division 1
45G02 Lake Superior Court, Criminal Division 2
45G03 Lake Superior Court, Criminal Division 3
45G04 Lake Superior Court, Criminal Division 4
45E01 Lake County Court (abolished)
45E02 Lake County Court (abolished)
45E03 Lake County Court (abolished)
45H01 Lake/Crown Point City Court
45H02 Lake/East Chicago City Court
45H03 Lake/Gary City Court
45H04 Lake/Hammond City Court
45H05 Lake/Hobart City Court
45H06 Lake/Lake Station City Court
45H07 Lake/Whiting City Court
45I01 Lake/Merrillville Town Court
45I02 Lake/Schererville Town Court
45I03 Lake/Lowell Town Court
46C01 LaPorte Circuit Court
46D01 LaPorte Superior Court 1
46D02 LaPorte Superior Court 2
46D03 LaPorte Superior Court 3 in LaPorte
46D04 LaPorte Superior Court 4 in Michigan City
47C01 Lawrence Circuit Court
47D01 Lawrence Superior Court 1
47D02 Lawrence Superior Court 2
47E01 Lawrence County Court (abolished)
48C01 Madison Circuit Court
48D01 Madison Superior Court 1
48D02 Madison Superior Court 2
48D03 Madison Superior Court 3
48E01 Madison County Court 1
48E02 Madison County Court 2
48H01 Madison/Alexandria City Court
48H02 Madison/Anderson City Court
48H03 Madison/Elwood City Court
48I01 Madison/Edgewood Town Court
49C01 Marion Circuit Court
49D01 Marion Superior Court, Civil Division 1
49D01 Marion Superior Court, Civil Division 2
49D03 Marion Superior Court, Civil Division 3
49D04 Marion Superior Court, Civil Division 4
49D05 Marion Superior Court, Civil Division 5
49D06 Marion Superior Court, Civil Division 6
49D07 Marion Superior Court, Civil Division 7
49D08 Marion Superior Court, Probate Division
49D09 Marion Superior Court, Juvenile Division

49D10 Marion Superior Court, Civil Division 10
49D11 Marion Superior Court, Civil Division 11
49D12 Marion Superior Court, Civil Division 12
49D13 Marion Superior Court, Civil Division 13
49F07 Marion Superior Court, Criminal Division 7
49F08 Marion Superior Court, Criminal Division 8
49F09 Marion Superior Court, Criminal Division 9
49F10 Marion Superior Court, Criminal Division 10
49F11 Initial Hearing Court
49F12 Marion Superior Court, Criminal Division 12
49F13 Marion Superior Court, Criminal Division 13
49F15 Marion Superior Court, Criminal Division 15
49F16 Marion Superior Court, Criminal Division 16
49F17 Marion Superior Court, Criminal Division 17
49F18 Marion Superior Court, Criminal Division 18
49F19 Marion Superior Court, Criminal Division 19
49G01 Marion Superior Court, Criminal Division 1
49G02 Marion Superior Court, Criminal Division 2
49G03 Marion superior Court, Criminal Division 3
49G04 Marion Superior Court, Criminal Division 4
49G05 Marion superior Court, Criminal Division 5
49G06 Marion Superior Court, Criminal Division 6
49G14 Marion Superior Court, Criminal Division 14
49G20 Marion Superior Court, Criminal Division 20
49G21 Marion Superior Court, Criminal Division 21
49K01 Marion County Small Claims Court, Center Division
49K02 Marion County Small Claims Court, Decatur Division
49K03 Marion County Small Claims Court, Lawrence Division
49K04 Marion County Small Claims Court, Perry Division
49K05 Marion County Small Claims Court, Pike Division
49K06 Marion County Small Claims Court, Warren Division
49K07 Marion County Small Claims Court, Washington Division
49K08 Marion County Small Claims Court, Wayne Division
49K09 Marion County Small Claims Court, Franklin Township
50C01 Marshall Circuit Court
50D01 Marshall Superior Court 1
50D02 Marshall Superior Court 2
50E01 Marshall County Court (abolished)
50H01 Marshall/Plymouth City Court (abolished)
50I01 Marshall/Argos Town Court (abolished)
51C01 Martin Circuit Court
51H01 Martin/Loogootee City Court (abolished)
52C01 Miami Circuit Court
52D01 Miami Superior Court
52H01 Miami/Peru City Court
52I01 Miami/Bunker Hill Town Court
53C01 Monroe Circuit Court 1
53C02 Monroe Circuit Court 2
53C03 Monroe Circuit Court 3
53C04 Monroe Circuit Court 4

53C05 Monroe Circuit Court 5
53C06 Monroe Circuit Court 6
53C07 Monroe Circuit Court 7
53D01 Monroe Superior Court (abolished)
53D02 Monroe Superior Court (abolished)
53D03 Monroe Superior Court (abolished)
53D04 Monroe Superior Court (abolished)
53D05 Monroe Superior Court (abolished)
54C01 Montgomery Circuit Court
54D01 Montgomery Superior Court
54E01 Montgomery County Court
54H01 Montgomery/Crawfordsville City Court (abolished)
55C01 Morgan Circuit Court
55D01 Morgan Superior Court 1
55D02 Morgan Superior Court 2
55D03 Morgan Superior Court 3
55E01 Morgan County Court (abolished)
55H01 Morgan/Martinsville City Court
55I01 Morgan/Mooresville Town Court
56C01 Newton Circuit Court
56D01 Newton Superior Court
57C01 Noble Circuit Court
57D01 Noble Superior Court 1
57D02 Noble Superior Court 2 7/1/1999
57E01 Noble County Court (to be abolished) 7/1/1999
57I01 Noble/Avilla Town Court (abolished)
57I02 Noble/Cromwell Town Court (abolished)
58C01 Ohio Circuit Court
58D01 Ohio Superior Court
59C01 Orange Circuit Court
59D01 Orange Superior Court
59E01 Orange County Court (abolished)
60C01 Owen Circuit Court
61C01 Parke Circuit Court
62C01 Perry Circuit Court
62H01 Perry/Cannelton Town Court (abolished)
62H02 Perry/Tell City City Court (abolished)
63C01 Pike Circuit Court
63H01 Pike/Petersburg City Court (abolished)
64C01 Porter Circuit Court
64D01 Porter Superior Court 1
64D02 Porter Superior Court 2
64D03 Porter Superior Court 3
64D04 Porter Superior Court 4
64D06 Porter Superior Court 6
64E01 Porter County Court (abolished)
64I01 Porter/Chesterton Town Court (abolished)
65C01 Posey Circuit Court
65D01 Posey Superior Court
65E01 Posey County Court (abolished)

66C01 Pulaski Circuit Court
66D01 Pulaski Superior Court
66E01 Pulaski County Court (abolished)
67C01 Putnam Circuit Court
67D01 Putnam Superior Court
67E01 Putnam County Court (abolished)
68C01 Randolph Circuit Court
68D01 Randolph Superior Court
68E01 Randolph County Court (abolished)
68H01 Randolph/Winchester City Court
68H02 Randolph/Union City City Court
69C01 Ripley Circuit Court
69D01 Ripley Superior Court
69H01 Ripley/Batesville City Court
69I01 Ripley/Versailles Town court
70C01 Rush Circuit Court
70D01 Rush Superior Court
70E01 Rush County Court (abolished)
71C01 St. Joseph Circuit Court
71D01 St. Joseph Superior Court
71D02 St. Joseph Superior Court
71D03 St. Joseph Superior Court
71D04 St. Joseph Superior Court
71D05 St. Joseph Superior Court
71D06 St. Joseph Superior Court
71D07 St. Joseph Superior Court
71D08 St. Joseph Superior Court
71I01 St. Joseph/Walkerton Town Court
71J01 St. Joseph Probate Court
72C01 Scott Circuit Court
72D01 Scott Superior Court
72E01 Scott County Court (abolished)
73C01 Shelby Circuit Court
73D01 Shelby Superior Court 1
73D02 Shelby Superior Court 2
73E01 Shelby County Court (abolished)
74C01 Spencer Circuit Court
74H01 Spencer/Rockport City Court
75C01 Starke Circuit Court
75H01 Starke/Knox City Court
76C01 Steuben Circuit Court
76D01 Steuben Superior Court
76E01 Steuben County Court (abolished)
76I01 Steuben/Fremont Town Court
77C01 Sullivan Circuit Court
77D01 Sullivan Superior Court
77E01 Sullivan County Court (abolished)
78C01 Switzerland Circuit Court
78D01 Switzerland Superior Court
79C01 Tippecanoe Circuit Court

79D01 Tippecanoe Superior Court 1
79D02 Tippecanoe Superior Court 2
79D03 Tippecanoe Superior Court 3
79D04 Tippecanoe Superior Court 4
79D05 Tippecanoe Superior Court 5
79D06 Tippecanoe Superior Court 6
79H01 Tippecanoe/West Lafayette City Court
80C01 Tipton Circuit Court
80H01 Tipton/Tipton City Court
80I01 Tipton/Sharpsville Town Court
81C01 Union Circuit Court
82C01 Vanderburgh Circuit Court
82D01 Vanderburgh Superior Court
82D02 Vanderburgh Superior Court
82D03 Vanderburgh Superior Court
82D04 Vanderburgh Superior Court
82D05 Vanderburgh Superior Court
82D06 Vanderburgh Superior Court
82D07 Vanderburgh Superior Court
83C01 Vermillion Circuit Court
83H01 Vermillion/Clinton City Court
84C01 Vigo Circuit Court
84D01 Vigo Superior Court 1
84D02 Vigo Superior Court 2
84D03 Vigo Superior Court 3 (Circuit Judge)
84D04 Vigo Superior Court 4
84D05 Vigo Superior Court 5
84E04 Vigo County Court, Division 4 (abolished)
84E05 Vigo County Court, Division 5 (abolished)
(84E01, 84E02, and 84E03 not used)
84H01 Vigo/Terre Haute City Court
85C01 Wabash Circuit Court
85D01 Wabash Superior Court
85E01 Wabash County Court (abolished)
85H01 Wabash/Wabash City Court
85I01 Wabash/N. Manchester Town Court
86C01 Warren Circuit Court
87C01 Warrick Circuit Court
87D01 Warrick Superior Court 1
87D02 Warrick Superior Court 2
88C01 Washington Circuit Court
88D01 Washington Superior Court
88H01 Washington/Salem City Court (abolished)
89C01 Wayne Circuit Court
89D01 Wayne Superior Court 1
89D02 Wayne Superior Court 2
89D03 Wayne Superior Court 3
89D03 Wayne Superior Court 4 (transfer judge)
89I01 Wayne/Hagerstown Town Court
90C01 Wells Circuit Court

90D01 Wells Superior Court
90H01 Wells/Bluffton City Court
91C01 White Circuit Court
91D01 White Superior Court
91I01 White/Monon Town Court
92C01 Whitely Circuit Court
92D01 Whitley Superior Court

- (2) *Year/Month of Filing.* The second group of four characters shall represent the year and month of filing. As shown above, digits one and two of this group denote the last two digits of the calendar year and digits three and four reflect the month of filing. Although it is recommended that the month of designation be included, it is not mandatory. It should be noted, however, that future requirements may necessitate the mandatory inclusion of the month designation.
- (3) *Cast Type.* The third group of two characters shall designate the type of proceeding utilizing the following case classification code:

MR – Murder

CF- Criminal Felony (New CF case numbers shall not be issued after 12/31/2001. CF cases filed prior to 1/1/2002 shall continue to bear the CF case type designation.)

FA -- Class A Felony

FB – Class B Felony

FC – Class C Felony

FD – Class D Felony

PC – Post Conviction Relief Petition

CM – Criminal Misdemeanor

MC – Miscellaneous Criminal

IF – Infraction

OV – Local Ordinance Violation

OE – Exempted Ordinance Violation

CT- Civil Tort

CP -Civil Plenary (New CP case numbers shall not be issued after 12/31/2001. CP cases filed before 1/1/2002 shall continue to bear the CP case type.)

PL- Civil Plenary (Civil Plenary cases filed after 1/1/2002- All Civil cases except those otherwise specifically designated.)

CC – Civil Collection

MF – Mortgage Foreclosure

MI – Miscellaneous (Civil cases other than those specifically identified – i.e. change of name, appointment of appraisers, marriage waivers, etc.)

RS – Reciprocal Support

SC – Small Claims

DR – Domestic Relation (Includes Dissolution of Marriage, Annulment, and Legal Separation)

MH – Mental Health

Ad – Adoption

ES – Estate, Supervised

EU – Estate, Unsupervised

GU – Guardianship

TR – Trust

JC – Juvenile CHINS

JD – Juvenile Delinquency

JS – Juvenile Status

JT – Juvenile Termination of Parental Rights

JP – Juvenile Paternity
JM – Juvenile Miscellaneous
PO – Protective Order

Separate dockets need not be maintained for each type.

- (4) *Filing Sequence.* The fourth group may consist of any number of characters assigned sequentially to a case when it is filed. It shall begin with a “1” at the beginning of each year for each case classification (or for each docket book if more than one case classification is grouped within a single docket) and continue sequentially until the end of the year. The number of digits in this group will be determined by the number of cases filed within a given classification or docket.

Adopted Oct. 15, 1986, effective Jan. 1, 1987; amended Dec. 8, 1986, effective Jan. 1, 1987; amended Nov. 10, 1988, effective Jan 1, 1989; amended Nov. 30, 1989, effective Jan. 1, 1990; amended Nov. 13, 1990, effective Jan. 1, 1991; amended Oct. 25, 1991, effective Jan. 1, 1992, amended Oct. 29, 1993, effective Jan. 1, 1994; amended Nov. 9, 1993, effective Jan. 1, 1994; amended Dec. 5, 1994, effective Feb. 1, 1995; amended Dec. 15, 1995, effective Feb. 1, 1996, Amended effective Dec. 23, 1996. amended effective Feb. 17, 1997. amended effective Nov. 18, 1999. amended effective April 28, 2000. amended effective February 23, 2001. amended December 22, 2000, effective January 1, 2002. amended January 23, 2001, effective January 1, 2002. amended Dec. 21, 2001, effective Dec. 21, 2001.

Note: see also preceding version of this rule, effective until 1-1-2002.

Rule 9. Confidentiality of Court Records

In accordance with IC 5-14-3-4(a)(8), the following court records are hereby declared confidential:

- (A) All adoption records created after July 8, 1941, except those specifically declared open under statute;
- (B) Pursuant to statute, all records relating to Acquired Immune Deficiency Syndrome;
- (C) Pursuant to statute, all records relating to child abuse not admitted into evidence as part of a public proceeding;
- (D) Pursuant to statute, all records relating to drug tests not admitted into evidence as part of a public proceeding;
- (E) Grand jury proceedings;
- (F) All juvenile proceedings, except those specifically open under statute;
- (G) All paternity records created after July 1, 1941;
- (H) Pursuant to statute, all pre-sentence reports;
- (I) Written petitions to permit underage marriages and orders directing the Clerk of Court to issue a marriage license to underage persons;
- (J) Only those arrest warrants, search warrants, indictments and informations ordered confidential by the trial judge, prior to return of duly executed service;
- (K) All medical, mental health, or tax records unless:
 - (1) determined by law or regulation of any governmental custodian not to be confidential;
 - (2) released by the subject of such records; or
 - (3) declared by a court of competent jurisdiction to be essential to the resolution of litigation;
- (L) Personal information relating to jurors or prospective jurors not disclosed in open court, other than for the use of the parties and counsel; and
- (M) All orders of expungement entered in criminal or juvenile proceedings.
- (N) Pursuant to statute, all confidential information relating to protection from abuse order, on-contact orders and workplace violence restraining orders not admitted into evidence as a part of a public

proceeding.

Adopted Nov. 10, 1988, effective Jan. 1, 1989; amended Nov. 1, 1991, effective Jan. 1, 1992. amended July, 2002.

Rule 10. Security of Court Records

- (A) Court Responsibilities. Each judge is administratively responsible for the integrity of the judicial records of the court and must insure that measures and procedures are employed to protect such records from mutilation, false entry, theft, alienation, and any unauthorized alteration, addition, deletion, or replacement of items or data elements.
- (B) Clerk Responsibilities. Each Clerk is responsible for the maintenance of court records in a manner consistent with the directives of the Supreme Court of Indiana, judge of court, and other pertinent authority. In all instances, the Clerk of the court must safeguard the integrity and security of all court records in his or her custody and diligently guard against any prohibited practice.
- (C) Prohibited Practices. The following practices are prohibited and may subject an individual to contempt of court or constitute damage to a public record under IC 35-43-1-2(a):
 - (1) Mutilation, vandalism, or theft;
 - (2) False entry, unauthorized alterations, additions, or deletions or replacement of item or data elements;
 - (3) Alienation or any unauthorized release of court records;
 - (4) Use of non-reversible lamination; and
 - (5) Use of unauthorized repair procedures on records deemed permanent under Administrative Rule 7.

Adopted Nov. 10, 1988, effective Jan. 1, 1989. Adopted Dec. 21, 2001, effective Jan. 1, 2003.

Rule 11. Paper Size

Effective January 1, 1992, all pleadings, copies, motions and documents filed with any trial court or appellate level court, typed or printed, with the exception of exhibits and existing wills, shall be prepared on 8-1/2" x 11" size paper. Through December 31, 1991, such papers and records will be accepted on either 8-1/2" x 11" or 8-1/2" x 14" size paper.

Adopted Nov. 13, 1990, effective Jan. 1, 1991.

Rule 12. Facsimile Transmission

(A) Definitions. For the purposes of this rule, the definitions set forth in this paragraph shall apply:

- (1) *Cover Sheet* means a descriptive initial page that accompanies an electronic facsimile transmission;
- (2) *Electronic Facsimile Transmission*, commonly referred to as "FAX," means a method of transmitting and receiving information in paper medium over telephone lines or other forms of electronic transmissions;
- (3) *Original Document* means the initially prepared written document or any counterpart intended to have the same effect by the creator; and
- (4) *Duplicate Document* means a written counterpart of the original produced by the same impression as the original or from the same matrix or by digitized electronic transmission, readable by sight, which accurately reproduces the original.

(B) Filing by Electronic Facsimile Transmission. In counties where a majority of judges of the courts of record, by posted local rule, have authorized electronic facsimile filing and designated a telephone number to receive such transmissions, pleadings, motions, and other papers may be sent to the Clerk of Circuit Court by electronic facsimile transmission for filing in any case, provided:

- (1) such matter does not exceed ten (10) pages, including the cover sheet;

- (2) such matter does not require the payment of fees other than the electronic facsimile transcription fee set forth in paragraph (E) of this rule;
 - (3) the sending party creates at the time of transmission a machine generated log for such transmission; and
 - (4) the original document and the transmission log are maintained by the sending party for the duration of the litigation.
- (C) Time of Filing.** During normal, posted business hours, the time of filing shall be the time the duplicate document is produced in the office of the Clerk of the Circuit Court. Duplicate documents received at all other times shall be filed as of the next normal business day.
- If the receiving FAX machine endorses its own time and date stamp upon the transmitted documents and the receiving machine produces a delivery receipt which is electronically created and transmitted to the sending party, the time of filing shall be the date and time recorded on the transmitted document by the receiving FAX machine.
- (D) Cover Sheet.** Any document sent to the Clerk of the Circuit Court by electronic facsimile transmission shall be accompanied by a cover sheet which states the title of the document, case number, number of pages, identity and voice telephone number of the sending party and instructions for filing. The cover sheet shall contain the signature of the attorney or party, pro se, authorizing the filing.
- (E) Electronic Facsimile Transmission Fee.** Upon request and at an amount approved by the majority of judges of courts of record in the county, the County Board of Commissioners may adopt an electronic facsimile transmission fee not to exceed ten dollars (\$10.00) per transmission.
- (F) Standards.** Electronic facsimile transmission equipment used by courts and their offices under this rule shall comply with "Group III" level equipment standards established by the CCITT (Consultative Committee International Telegraph and Telephone of the International Telecommunications Union), which provides standards for operating speed and image resolution available for use over public telephone networks. Pleadings and papers filed by electronic facsimile transmission shall be letter size.
- Adopted effective Jan. 1, 1992; amended Dec. 5, 1994, effective Feb. 1, 1995.*

Rule 13. Optical Disk Imaging Standards

- (A) Application of standards.** All courts of the State of Indiana shall meet the standards set forth under this rule when employing digital imaging technology for the storage and preservation of any record of a court.
- (B) Definitions.** The following definitions shall apply under this administrative rule:
- (1) *Agency* means a section, division or department under the court or clerk created by statute or court rule. The agency is budgeted through the court or clerk with staff reporting to the appropriate judge or clerk of the circuit court.
 - (2) *Digital Image* means an electronic data file consisting of digital data, which, when reconstructed either on a display screen or hard copy print, appears as the original document.
 - (3) *Index* means descriptive locator information attached to the digital image that enables a requestor to identify the file and retrieve it from the optical storage medium.
 - (4) *Reproduction* means the process of making an exact copy from an original document.
 - (5) *Specification* means a set of requirements to be satisfied, and whenever appropriate, the procedure by which it may be determined whether the requirements given are satisfied.
 - (6) *Standard* means uniformly accepted set of compliances to a pre-defined norm.
 - (7) *WORM* means "Write Once, Read Many" times and describes one type of digital imaging media.
- (C) Optical Disk Imaging Standards.**
- (1) *Documentation.* A formal written documentation file shall be created and retained for the life of the information stored on the optical disk based upon an approved records retention schedule documenting the following:
 - (a) that every stage of the digital imaging process is covered by a written and recorded procedure

including:

- (i) authority to implement digital imaging technology,
 - (ii) any weeding policy of documents to determine what documents from any file will be imaged, and
 - (iii) any contracts with agents of record custodians who will perform the actual optical imaging process;
 - (b) the imaging process employed to assure accuracy;
 - (c) verification of the image on a CRT screen against the original for completeness and legibility;
 - (d) definition of the indexing system employed with storage in multiple places on the optical disk for security and integrity;
 - (e) the identity of persons who supervised the optical imaging procedures who are capable of giving evidence of these procedures; and
 - (f) certification of compliance with this documentation procedure to the Division of State Court Administration.
- (2) *Legibility*. The following standards on legibility apply for digital optical imaging.
- (a) Scanner input shall:
 - (i) Scan office documents at a density of at least 200 pixels per inch, and
 - (ii) Use a higher scanning density (300 to 600 pixels) as needed, for poor contrast documents, those containing faded text and those containing fine handwriting or lines, based upon a verification test that includes hard copy reproduction from such scanned documents at various densities.
 - (b) Image enhancement shall:
 - (i) retain unenhanced document data or specify that the enhanced algorithm be reversible, and
 - (ii) retain the original of any document with intrinsic value.
- (3) *Permanency*. The following standards on permanency shall apply for digital optical imaging.
- (a) Optical imaging systems will be built from hardware and software components that are nonproprietary and are based upon open systems architecture.
 - (b) Court will require depositing of vendor's computer source code and associated documentation with a mutually agreed-upon third party for use when vendor no longer maintains or supports its system.
 - (c) Optical imaging systems will use a non-proprietary image file header label and vendor shall supply a detailed definition of it.
 - (d) Data will be scanned using SCSI [small computer system interface] command "write and verify."
 - (e) System upgrades will provide backward compatibility to existing system or digital data will be converted to the upgrade at the time of such upgrade.
 - (f) Optical imaging system will employ WORM technology.
 - (g) Optical media will have a pre-write shelf life of at least five years and post write life of twenty years based upon accelerated aging test results that reports on specific disk areas.
 - (h) Storage environment of disk must be in a constant temperature range of 55 degrees to 75 degrees and a relative humidity of 30% to 50%.
 - (i) The optical image system and disks will be used and stored in a dust free environment.

(D) Specifications. Specifications for equipment, software, disks, and supplies are outside the nature of this standard. However, specifications must conform to Chapter Ten, "Image Systems: Strategy, Guidelines, and Standards," of the State of Indiana's *Information Processing Policy and Management Procedures*, developed by the Data Processing Oversight Commission. In addition, all specifications must be submitted for review before contracts are issued, to the Division of State Court Administration, for compliance with Trial Rule 77(J).

(E) Official Record. A record generated from a digital optical image which is produced and documented in accordance with the provisions of this rule is the official record of the court or agency, regardless

whether or not an original paper document exists.
Adopted Oct. 30, 1992, effective Jan. 1, 1993.

Rule 14. Video Telecommunication in Criminal, Juvenile, and Mental Health Proceedings

(A) Authority. A trial court may conduct hearings and proceedings utilizing video telecommunications pursuant to the provisions of this rule in the following circumstances:

- (1) In criminal proceedings, a court may utilize video telecommunications in conducting:
 - (a) Initial hearings pursuant to IC 35-33-7-1, 3, 3.5, 4 and 5, including any probable cause hearing pursuant to IC 35-33-7-2; determination of indigence and assignment of counsel pursuant to IC 35-33-7-6; amount and conditions of bail pursuant to IC 35-33-7-5(4), 35-33-8-3.1 and 4; and the setting of omnibus date pursuant to IC 35-36-8-1;
 - (b) Pre-trial conferences;
 - (c) The taking of a plea of guilty to a misdemeanor charge, pursuant to IC 35-35-1-2;
 - (d) Sentencing hearings pursuant to IC 35-38-1-2 when the defendant has given a written waiver of his or her right to be present in person and the prosecution has consented;
 - (e) With the written consent of the parties, post-conviction hearings pursuant to Ind. Post-Conviction Rule 1(5).
- (2) In mental health proceedings, a court may utilize video telecommunications in conducting:
 - (a) Preliminary hearings in mental health emergency detention proceedings pursuant to IC 12-26-5-10;
 - (b) Review hearings in mental health commitment proceedings pursuant to IC 12-26-15-2.
- (3) In juvenile proceedings:
 - (a) When a child is alleged to be a delinquent child, a detention hearing pursuant to IC 31-6-4-5(f);
 - (b) When a child is alleged to be a child in need of service, a detention hearing pursuant to IC 31-6-4-6; and
- (4) In any other hearing or proceeding in which the parties waive their rights of appearance. All such waivers shall be entered on the Chronological Case Summary.

(B) Facilities and Equipment. During any hearing or proceeding conducted under this rule, the court shall assure that:

- (1) The facility and equipment enable counsel to be present personally with the out of court party and be able to confer privately with such party outside the reach of the camera and audio microphone.
- (2) The facility and equipment enable the parties' attorneys to confer with each other off the record.
- (3) The judge must be able to view fully the out of court party and counsel, though not necessarily at the same time. The out of court party and counsel must be able to view fully the judge and all attorneys present in the courtroom.
- (4) The facility must have the capacity, through video equipment or through facsimile or E mail, for the contemporaneous transmission of documents and exhibits.
- (5) Images shall be in color; monitor screens shall be no smaller than twenty-five (25) inches.
- (6) The audio and video transmission shall be of such quality, design and architecture as to allow easy public viewing of all public proceedings. The use of video technology in conducting hearings and proceedings shall in no way abridge any right that the public may have to access to the courtroom and or jail.
- (7) A video and audio recording shall be made and preserved by the court.

Adopted Dec. 20, 1995, effective Feb. 1, 1996.

Rule 15. Court Reporters

A. Application of Rule. All courts of record in each county of the State of Indiana shall adopt for approval by the Indiana Supreme Court a local rule by which all court reporter services shall be governed. Should a county fail to adopt such a plan, the Supreme Court shall prescribe a plan for use

by the county. The local rule shall be in substantial compliance with the provisions of this rule.

B. Definitions. The following definitions shall apply under this administrative rule:

- (1) A **Court reporter** is a person who is specifically designated by a court to perform the official court reporting services for the court including preparing a transcript of the record.
- (2) **Equipment** means all physical items owned by the court or other governmental entity and used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, tapes, and any other device used for recording and storing, and transcribing electronic data.
- (3) **Work space** means that portion of the court's facilities dedicated to each court reporter, including but not limited to actual space in the courtroom and any designated office space.
- (4) **Page** means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure 7.2.
- (5) **Recording** means the electronic, mechanical, stenographic or other recording made as required by Indiana Rule of Trial Procedure 74.
- (6) **Regular hours worked** means those hours which the court is regularly scheduled to work during any given work week. Depending on the particular court, these hours may vary from court to court and county to county, but remain the same for each work week.
- (7) **Gap hours worked** means those hours worked that are in excess of the regular hours worked but hours not in excess of forty (40) hours per work week.
- (8) **Overtime hours worked** means those hours worked in excess of forty (40) hours per work week.
- (9) **Work week** means a seven (7) consecutive day week that consistently begins and ends on the same days throughout the year; i.e. Sunday through Saturday, Wednesday through Tuesday, Friday through Thursday.
- (10) **Court** means the particular court for which the court reporter performs services. Depending upon the county, Court may also mean a group of courts i.e. "X County Courts".
- (11) **County indigent transcript** means a transcript that is paid for from county funds and is for the use on behalf of a litigant who has been declared indigent by a court.
- (12) **State indigent transcript** means a transcript that is paid for from state funds and is for the use on behalf of a litigant who has been declared indigent by a court.
- (13) **Private Transcript** means a transcript, including but not limited to a deposition transcript, that is paid for by a private party.

C. Court Reporter Models. The court or courts of each county shall uniformly adopt by local court rule one of the following Court Reporter Models:

(1) *Model Option One.* The local rule shall:

- (a) designate that a court reporter shall be paid an annual salary for time spent working under the control, direction and direct supervision of the court during any regular work hours, gap hours or overtime hours;
- (b) designate a per page fee for county indigent transcript preparation;
- (c) designate that the court reporter shall submit directly to the county a claim for the preparation of the county indigent transcript;
- (d) designate a maximum per page fee that the court reporter may charge for a state indigent transcript;
- (e) designate a maximum per page fee that the court reporter may charge for a private transcript;
- (f) require the court reporter to report at least on an annual basis to the Indiana Supreme Court Division of State Court Administration, on forms prescribed by the Division, all transcript fees (either county indigent, state indigent, or private) received by the court reporter;
- (g) designate that if a court reporter elects to engage in private practice through recording of a deposition and/or preparing of a deposition transcript, and the court reporter desires to utilize the

court's equipment, work space and supplies, and the court agrees to the use of court equipment for such purpose, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:

- (1) the reasonable market rate for the use of equipment, work space and supplies;
 - (2) the method by which records are to be kept for the use of equipment, work space and supplies;
 - (3) the method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies;
- (h) designate that if a court reporter elects to engage in private practice through recording a deposition and/or the preparing of a deposition transcript, that such private practice shall be conducted outside of regular working hours; and
- (i) designate that the court shall enter into a written agreement with the court reporter which outlines the manner in which the court reporter is to be compensated for gap and overtime hours; i.e. either monetary compensation or compensatory time off regular work hours.
- (2) *Model Option Two.* The local rule shall:
- (a) designate that a court reporter shall be paid an annual salary for time spent working under the control, direction and direct supervision of the court during any regular work hours, gap hours or overtime hours;
 - (b) designate that subject to the approval of each county's fiscal body, the amount of the annual salary shall be set by the court;
 - (c) designate that the annual salary paid to the court reporter shall be for a fixed schedule of regular working hours;
 - (d) designate that a court reporter shall, if requested or ordered, prepare any transcript during regular working hours;
 - (e) designate that in the event that preparing a transcript cannot be completed during regular hours worked, a court reporter shall be entitled to additional compensation beyond regular salary under one of the two options set forth as follows:
 - (1)
 - (a) Gap hours shall be paid in the amount equal to the hourly rate of the annual salary; and
 - (b) Overtime hours shall be paid in the amount of one and one-half (1-1/2) times the hourly rate of the annual salary; or,
 - (2)
 - (a) Compensatory time off from regular work hours shall be given in the amount equal to the number of gap hours worked; and
 - (b) Compensatory time off from regular work hours shall be given in the amount of one and one-half (1-1/2) times the number of overtime hours worked;
 - (f) designate that the court and each court reporter may freely negotiate between themselves as to which of the preceding two (2) options in (e) shall be utilized and that the court and court reporter shall enter into a written agreement designating the terms of such agreement;
 - (g) designate that if a court reporter elects to engage in private practice through recording a deposition and/or preparing a deposition transcript, that such private practice shall be conducted outside of regular working hours;
 - (h) designate that if a court reporter elects to engage in private practice through recording a deposition and/or preparing of a deposition transcript, and the court reporter desires to utilize the court's equipment, work space and supplies, and the court agrees to the use of court equipment for such purposes, the court and the court reporter shall enter into a written agreement which must at a minimum designate the following:
 - (1) the reasonable market rate for the use of equipment, work space and supplies;
 - (2) the method by which records are to be kept for the use of equipment, work space and supplies;
 - (3) the method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies.

- (i) designate a maximum per page fee that a court reporter may charge for private practice work;
 - (j) designate a maximum per page fee that the court reporter may charge for a private transcript; and
 - (k) require the court reporter to report at least on an annual basis to the State Court Administrator all transcript fees (either county indigent, state indigent or private) received by the court reporter.
- (3) *Model Option Three.* The court(s) may, by adopting a local rule to that effect, elect to procure all court reporter services by private contract and submit such contract for approval by the Indiana Supreme Court in accordance with Section A of this rule. Any such procedure must conform with all applicable state and local statutes, rules and regulations.

Adopted Nov. 25, 1997, effective Jan. 1, 1998.